



Democratic Socialist Republic of Sri Lanka
Information and Communication Technology
Agency of Sri Lanka

Request for Bids

(Information Systems: One-Envelope Bidding Process)

**Procurement of Supply, Installation, Configuration,
Implementation and Support of email and collaboration
tools solution for Government Employees**
RFB No: CERC/LK/ICTA/225552/ GO/RFB

Purchaser: **Information and Communication Technology Agency of Sri Lanka**
Project: **Contingent Emergency Response Component**
Contract title: **Procurement of Supply, Installation, Configuration, Implementation and
Support of email and collaboration tools solution for Government Employees**
Country: **Democratic Socialist Republic of Sri Lanka**
RFB No: **CERC/LK/ICTA/225552/ GO/RFB**

Issued on: **April 27, 2021**

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Request for Bid

Purchaser: **Information and Communication Technology Agency of Sri Lanka**

Project: **Contingent Emergency Response Component mapped under the Climate Smart Irrigated Agriculture Project (CSIAP)**

Contract title: **Procurement of Supply, Installation, Configuration, Implementation and Support of email and collaboration tools solution for Government Employees**

Country: **Democratic Socialist Republic of Sri Lanka**

RFB No: CERC/LK/ICTA/225552/ GO/RFB

Issued on: **April 27, 2021**

1. The **Democratic Socialist Republic of Sri Lanka** has received financing from the **World Bank** toward the cost of the **Contingent Emergency Response Component Project**, and intends to apply part of the proceeds toward payments under the contract for **Procurement of Supply, Installation, Configuration, Implementation and Support of email and collaboration tools solution for Government Employees**.
2. The **Information and Communication Technology Agency of Sri Lanka (ICTA)** now invites sealed Bids from eligible Bidders for **supply, install, implementation and support of 100,000 email and collaboration tools accounts for the Government employees**. **Solution implementation period will be 8 weeks and total project duration will be 18 months to establish 100,000 accounts. Comprehensive warranty period will be 3 years from the Operational Acceptance.**

Bidder must meet the following minimum qualification criteria:

- a) **General Experience:** Under Information Technology Contracts in the role of contractor, subcontractor or management contractor during at least the last Five (5) years (5) prior to the bid submission deadline;
- b) **Specific Experience:** Participation as a prime supplier, in at least Three (3) contracts within the last Ten (10) years, each with a value of at least LKR 200 million, that have been successfully and substantially completed and that are similar ICT projects.
- c) **Specific Technical Experience:** Participation as a prime supplier, in at least one (1) contract with more than 5,000 accounts in email and integrated collaboration tools or multiple contracts with more than 10,000 email and integrated collaboration tools within last Ten (10) years , that have been successfully and substantially completed.

- d) **Average Annual Turnover:** Minimum average annual turnover of LKR 500 Million as per the audited financial reports within last 3 years.
3. Bidding will be conducted through International Competitive procurement using Request for Bids (RFB) as specified in the World Bank's "Procurement Regulations for IPF Borrowers" **August 2018** ("Procurement Regulations"), and is open to all eligible Bidders as defined in the Procurement Regulations.
 4. Interested eligible Bidders may obtain further information from ICTA, **Director Procurement on E-mail** procurement@icta.lk Tel : 0112 369099 and inspect the bidding document during office hours 0900 to 1700 hours at the address given below or from ICTA website <https://www.icta.lk/procurement>.
 5. The bidding document in English 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 of **LKR 42,500.00** or the equivalent amount in a freely convertible currency in Sri Lanka. The method of payment will be by Cash or On-line transactions. The Bank details for the On-Line transactions indicated in the ICTA website. The Bidding Document can be download from the ICTA website <https://www.icta.lk/procurement>.
 6. Bids must be delivered to the address below on or before **1500** hours on **June 09, 2021**. Electronic Bidding **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 chooses to attend at the address below at **1500 hours on June 09, 2021**.
 7. All Bids must be accompanied by a **Bid Security** in the form of a **Bank Guarantee** of **Sri Lankan Rupees Three Million Five Hundred Thousand (LKR 3,500,000.00)** or the equivalent amount in a freely convertible currency in Sri Lanka.
 8. The address referred to above is: **Information and Communication Technology Agency of Sri Lanka, 160/24, 2nd Floor, Kirimandala Mawatha, Colombo 05.**

The Chairman,
Information and Communication Technology Agency of Sri Lanka
160/24, 2nd Floor,
Kirimandala Mawatha,
Colombo 05.
Date: **April 25, 2021**

PART 1 – BIDDING PROCEDURES

SECTION I - INSTRUCTIONS TO BIDDERS (ITB)

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Section I - Instructions to Bidders

A. GENERAL

1. Scope of Bid

- 1.1. The Purchaser, as indicated in the BDS, or its duly authorized Purchasing Agent if so specified in the BDS (interchangeably referred to as “the Purchaser” issues this bidding document for the supply and installation of the Information System as specified in Section VII, Purchaser’s Requirements. The name, identification and number of lots (contracts) of this RFB are specified in the BDS.
- 1.2. Unless otherwise stated, throughout this bidding document definitions and interpretations shall be as prescribed in the Section VIII, General Conditions of Contract.

Throughout this bidding document:

- (a) the term “in writing” means communicated in written form (e.g. by mail, e-mail, fax, including if specified in the BDS, distributed or received through the electronic-procurement system used by the Purchaser) with proof of receipt;
- (b) if the context so requires, “singular” means “plural” and vice versa; and
- (c) “Day” means calendar day, unless otherwise specified as “Business Day”. A Business Day is any day that is an official working day of the Borrower. It excludes the Borrower’s official public holidays.
- (d) “ES” means environmental and social (including Sexual Exploitation and Abuse (SEA), and Sexual Harassment (SH));
- (e) “Sexual Exploitation and Abuse” “(SEA)” means the following:

Sexual Exploitation is defined as any actual or attempted abuse of position of vulnerability, differential power or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another;

Sexual Abuse is defined as the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.

- (f) “Sexual Harassment” “(SH)” is defined as unwelcome sexual advances, requests for sexual favors, and other verbal

or physical conduct of a sexual nature by the Supplier's or its Subcontractors' personnel with other Supplier's or Subcontractors' personnel or Purchaser's personnel.

A non-exhaustive list of (i) behaviors which constitute SEA and (ii) behaviors which constitute SH is attached to the Code of Conduct form in Section IV

- 2. Source of Funds**
- 2.1. The Borrower or Recipient (hereinafter called "Borrower") indicated in the BDS has applied for or received financing (hereinafter called "funds") from the International Bank for Reconstruction and Development or the International Development Association (hereinafter called "the Bank") in an amount specified in the BDS toward the project named in the BDS. The Borrower intends to apply a portion of the funds to eligible payments under the contract(s) for which this bidding document is issued.
- 2.2. Payments by the Bank will be made only at the request of the Borrower and upon approval by the Bank in accordance with the terms and conditions of the Loan (or other financing) Agreement between the Borrower and the Bank (hereinafter called the Loan Agreement), and will be subject in all respects to the terms and conditions of that Loan (or other financing) Agreement. The Loan (or other financing) Agreement prohibits a withdrawal from the loan account for the purpose of any payment to persons or entities, or for any import of equipment, materials or any other goods, if such payment or import is prohibited by a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations. No party other than the Borrower shall derive any rights from the Loan (or other financing) Agreement or have any claim to the funds.
- 3. Fraud and Corruption**
- 3.1. The Bank requires compliance with the Bank's Anti-Corruption Guidelines and its prevailing sanctions policies and procedures as set forth in the WBG's Sanctions Framework, as set forth in Section VI.
- 3.2. In further pursuance of this policy, Bidders shall permit and shall cause their agents (where declared or not), subcontractors, subconsultants, service providers, suppliers, and personnel, to permit the Bank to inspect all accounts, records and other documents relating to any initial selection process, prequalification process, bid submission, proposal submission and contract performance (in the case of award), and to have them audited by auditors appointed by the Bank.

4. Eligible Bidders

- 4.1. A Bidder may be a firm that is a private entity, a state-owned enterprise or institution subject to ITB 4.6, or any combination of such entities in the form of a joint venture (JV) under an existing agreement or with the intent to enter into such an agreement supported by a letter of intent. In the case of a joint venture, all members shall be jointly and severally liable for the execution of the Contract in accordance with the Contract terms. The JV shall nominate a Representative who shall have the authority to conduct all business for and on behalf of any and all the members of the JV during the Bidding process and, in the event the JV is awarded the Contract, during contract execution. Unless specified in the BDS, there is no limit on the number of members in a JV.
- 4.2. A Bidder shall not have a conflict of interest. Any Bidder found to have a conflict of interest shall be disqualified. A Bidder may be considered to have a conflict of interest for the purpose of this Bidding process, if the Bidder:
- (a) directly or indirectly controls, is controlled by or is under common control with another Bidder; or
 - (b) receives or has received any direct or indirect subsidy from another Bidder; or
 - (c) has the same legal representative as another Bidder; or
 - (d) has a relationship with another Bidder, directly or through common third parties, that puts it in a position to influence the Bid of another Bidder, or influence the decisions of the Purchaser regarding this Bidding process; or
 - (e) any of its affiliates participates as a consultant in the preparation of the design or technical specifications of the Information System that are the subject of the Bid; or
 - (f) or any of its affiliates has been hired (or is proposed to be hired) by the Purchaser or Borrower as Project Manager for the Contract implementation; or
 - (g) would be providing goods, works, or non-consulting services resulting from or directly related to consulting services for the preparation or implementation of the project specified in the BDS ITB 2.1 that it provided or were provided by any affiliate that directly or indirectly controls, is controlled by, or is under common control with that firm; or

- (h) has a close business or family relationship with a professional staff of the Borrower (or of the project implementing agency, or of a recipient of a part of the loan) who: (i) are directly or indirectly involved in the preparation of the bidding document or specifications of the Contract, and/or the Bid evaluation process of such Contract; or (ii) would be involved in the implementation or supervision of such Contract unless the conflict stemming from such relationship has been resolved in a manner acceptable to the Bank throughout the Bidding process and execution of the Contract.
- 4.3. A firm that is a Bidder (either individually or as a JV member) shall not participate as a Bidder or as JV member in more than one Bid except for permitted alternative Bids. Such participation shall result in the disqualification of all Bids in which the firm is involved. However, this does not limit the participation of a Bidder as subcontractor in another Bid or of a firm as a subcontractor in more than one Bid.
- 4.4. A Bidder may have the nationality of any country, subject to the restrictions pursuant to ITB 4.8. A Bidder shall be deemed to have the nationality of a country if the Bidder is constituted, incorporated or registered in and operates in conformity with the provisions of the laws of that country, as evidenced by its articles of incorporation (or equivalent documents of constitution or association) and its registration documents, as the case may be. This criterion also shall apply to the determination of the nationality of proposed sub-contractors or sub-consultants for any part of the Contract including related Services.
- 4.5. A Bidder that has been sanctioned by the Bank, pursuant to the Bank's Anti-Corruption Guidelines, and in accordance with its prevailing sanctions policies and procedures as set forth in the WBG's Sanctions Framework as described in Section VI paragraph 2.2 d., shall be ineligible to be initially selected for, prequalified for, bid for, propose for, or be awarded a Bank-financed contract or benefit from a Bank-financed contract, financially or otherwise, during such period of time as the Bank shall have determined. The list of debarred firms and individuals is available at the electronic address specified in the BDS.
- 4.6. Bidders that are state-owned enterprises or institutions in the Purchaser's Country may be eligible to compete and be awarded a Contract(s) only if they can establish, in a manner

acceptable to the Bank, that they (i) are legally and financially autonomous (ii) operate under commercial law, and (iii) are not under supervision of the Purchaser.

- 4.7. A Bidder shall not be under suspension from bidding by the Purchaser as the result of the operation of a Bid–Securing Declaration or Proposal-Securing Declaration.
- 4.8. Firms and individuals may be ineligible if so indicated in Section V and (a) as a matter of law or official regulations, the Borrower’s country prohibits commercial relations with that country, provided that the Bank is satisfied that such exclusion does not preclude effective competition for the supply of goods or the contracting of works or services required; or (b) by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, the Borrower’s country prohibits any import of goods or contracting of works or services from that country, or any payments to any country, person, or entity in that country.
- 4.9. This Bidding is open for all eligible Bidders, unless otherwise specified in ITB 15.2.
- 4.10. A Bidder shall provide such documentary evidence of eligibility satisfactory to the Purchaser, as the Purchaser shall reasonably request.
- 4.11. A firm that is under a sanction of debarment by the Borrower from being awarded a contract is eligible to participate in this procurement, unless the Bank, at the Borrower’s request, is satisfied that the debarment; (a) relates to fraud or corruption, and (b) followed a judicial or administrative proceeding that afforded the firm adequate due process.

5. Eligible Goods and Services

- 5.1. The Information Systems to be supplied under the Contract and financed by the Bank may have their origin in any country in accordance with Section V, Eligible Countries.

- 5.2. For the purposes of this bidding document, the term “Information System” means all:
- (a) the required information technologies, including all information processing and communications-related hardware, software, supplies, and consumable items that the Supplier is required to design, supply and install under the Contract, plus all associated documentation, and all other materials and goods to be designed, supplied, installed, integrated, and made operational; and
 - (b) the related software development, transportation, insurance, installation, customization, integration, commissioning, training, technical support, maintenance, repair, and other services necessary for proper operation of the Information System to be provided by the selected Bidder and as specified in the Contract.
- 5.3. For purposes of ITB 5.1 above, “origin” means the place where the goods and services making the Information System are produced in or supplied from. An Information System is deemed to be produced in a certain country when, in the territory of that country, through software development, manufacturing, or substantial and major assembly or integration of components, a commercially recognized product results that is substantially different in basic characteristics or in purpose or utility from its components.

B. CONTENTS OF BIDDING DOCUMENT

6. Sections of Bidding Document

- 6.1 The bidding document consists of Parts 1, 2, and 3, which include all the sections indicated below, and should be read in conjunction with any Addenda issued in accordance with ITB 8:

PART 1 - Bidding Procedures

Section I - Instructions to Bidders (ITB)

Section II - Bid Data Sheet (BDS)

Section III - Evaluation and Qualification Criteria

Section IV - Bidding Forms

Section V - Eligible Countries

Section VI - Fraud and Corruption

PART 2 - Purchaser's Requirements

Section VII - Requirements of the IS, including:

- Technical Requirements
- Implementation Schedule
- System Inventory Tables
- Background and Informational Materials

PART 3 - Contract

Section VIII - General Conditions of Contract

Section IX -Special Conditions of Contract

Section X - Contract Forms

- 6.1. The Specific Procurement Notice – Request for Bids (RFB) issued by the Purchaser is not part of this bidding document.
- 6.3 Unless obtained directly from the Purchaser, the Purchaser is not responsible for the completeness of the document, responses to requests for clarification, the Minutes of the pre-Bid meeting (if any), or Addenda to the bidding document in accordance with ITB 8. In case of any contradiction, documents obtained directly from the Purchaser shall prevail.
- 6.4 The Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding document and to furnish with its Bid all information or documentation as is required by the bidding document.

7. Clarification of Bidding Document, Site Visit, Pre-bid Meeting

- 7.1. A Bidder requiring any clarification of the bidding document shall contact the Purchaser in writing at the Purchaser's address specified in the BDS or raise its enquiries during the pre-Bid meeting if provided for in accordance with ITB 7.4. The Purchaser will respond in writing to any request for clarification, provided that such request is received prior to the deadline for submission of Bids within a period specified in the BDS. The Purchaser's shall forward copies of its response to all Bidders who have acquired the bidding document in accordance with ITB 6.3, including a description of the inquiry but without identifying its source. If so specified in the BDS, the Purchaser shall also promptly publish its response at the web page identified in the BDS. Should the Purchaser deem it necessary to amend the bidding document as a result of a request for clarification, it shall do so following the procedure under ITB 8 and ITB 23.2.
- 7.2. The Bidder may wish to visit and examine the site where the Information System is to be installed and its surroundings and obtain for itself on its own responsibility all information that may be necessary for preparing the Bid and entering into a contract. The costs of visiting the site shall be at the Bidder's own expense.

- 7.3. The Bidder and any of its personnel or agents will be granted permission by the Purchaser to enter upon its premises and lands for the purpose of such visit, but only upon the express condition that the Bidder, its personnel, and agents will release and indemnify the Purchaser and its personnel and agents from and against all liability in respect thereof, and will be responsible for death or personal injury, loss of or damage to property, and any other loss, damage, costs, and expenses incurred as a result of the inspection.
 - 7.4. The Bidder's designated representative is invited to attend a pre-Bid meeting and/or a site visit, if provided for in the BDS. The purpose of the meeting will be to clarify issues and to answer questions on any matter that may be raised at that stage.
 - 7.5. The Bidder is requested, as far as possible, to submit any questions in writing, to reach the Purchaser not later than one week before the meeting.
 - 7.6. Minutes of the pre-Bid meeting, including the text of the questions raised without identifying the source, and the responses given, together with any responses prepared after the meeting, will be transmitted promptly to all Bidders who have acquired the bidding document in accordance with ITB 6.3. Any modification to the bidding document that may become necessary as a result of the pre-Bid meeting shall be made by the Purchaser exclusively through the issue of an Addendum pursuant to ITB 8 and not through the minutes of the pre-Bid meeting.
 - 7.7. Nonattendance at the pre-Bid meeting will not be a cause for disqualification of a Bidder.
- 8. Amendment of Bidding Document**
- 8.1. At any time prior to the deadline for submission of Bids, the Purchaser may amend the bidding document by issuing addenda.
 - 8.2. Any addendum issued shall be part of the bidding document and shall be communicated in writing to all who have obtained the bidding document from the Purchaser in accordance with ITB 6.3. The Purchaser shall also promptly publish the addendum on the Purchaser's web page in accordance with ITB 7.1.
 - 8.3. To give prospective Bidders reasonable time in which to take an addendum into account in preparing their Bids, the Purchaser may, at its discretion, extend the deadline for the submission of Bids, pursuant to ITB 23.2

C. PREPARATION OF BIDS

- 9. Cost of Bidding**
- 9.1. The Bidder shall bear all costs associated with the preparation and submission of its Bid, and the Purchaser shall not be responsible or

liable for those costs, regardless of the conduct or outcome of the Bidding process.

10. Language of Bid

- 10.1. The Bid, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Purchaser, shall be written in the language specified in the BDS. Supporting documents and printed literature that are part of the Bid may be in another language provided they are accompanied by an accurate translation of the relevant passages in the language specified in the BDS, in which case, for purposes of interpretation of the Bid, such translation shall govern.

11. Documents Comprising the Bid

- 11.1. The Bid submitted by the Bidder shall comprise the following:

- (a) **Letter of Bid** prepared in accordance with ITB 12;
- (b) **Price Schedules** completed in accordance with ITB 12 and ITB 17;
- (c) **Bid Security or Bid-Securing Declaration** in accordance with ITB 20;
- (d) **Alternative Bid:** if permissible, in accordance with ITB 13;
- (e) **Authorization:** written confirmation authorizing the signatory of the Bid to commit the Bidder, in accordance with ITB 21.3;
- (f) **Eligibility of Information System:** documentary evidence established in accordance with ITB 14.1 that the Information System offered by the Bidder in its Bid or in any alternative Bid, if permitted, are eligible;
- (g) **Bidder's Eligibility:** documentary evidence in accordance with ITB 15 establishing the Bidder's eligibility and qualifications to perform the contract if its Bid is accepted;
- (h) **Conformity:** documentary evidence established in accordance with ITB 16 that the Information System offered by the Bidder conform to the bidding document;
- (i) **Subcontractors:** list of subcontractors, in accordance with ITB 16.4;
- (j) **Intellectual Property:** a list of: Intellectual Property as defined in GCC Clause 15;

- (i) all Software included in the Bid, assigning each item to one of the software categories defined in GCC Clause 1.1 (c):

- a. System, General Purpose, and Application Software;
or

- b. Standard and Custom Software;

- (ii) all Custom Materials, as defined in GCC Clause 1.1 (c), included in the Bid;

All Materials not identified as Custom Materials shall be deemed Standard Materials, as defined in GCC Clause 1.1 (c);

Re-assignments among the Software and Materials categories, if necessary, will be made during the implementation of the Contract according to GCC Clause 39 (Changes to the Information System); and

- (k) any other document required **in the BDS**.

- 11.2. In addition to the requirements under ITB 11.1, Bids submitted by a JV shall include a copy of the Joint Venture Agreement entered into by all members indicating at least the parts of the Information System to be executed by the respective members. Alternatively, a letter of intent to execute a Joint Venture Agreement in the event of a successful Bid shall be signed by all members and submitted with the Bid, together with a copy of the proposed Agreement indicating at least the parts of the Information System to be executed by the respective members.

- 11.3. The Bidder shall furnish in the Letter of Bid information on commissions and gratuities, if any, paid or to be paid to agents or any other party relating to this Bid.

12. Letter of Bid and Price Schedules

- 12.1. The Bidder shall complete the Letter of Bid, including the appropriate Price Schedules, using the relevant forms furnished in Section IV, Bidding Forms. The forms must be completed without any alterations to the text, and no substitutes shall be accepted except as provided under ITB 21.3. All blank spaces shall be filled in with the information requested.

13. Alternative Bids

- 13.1. The BDS indicates whether alternative Bids are allowed. If they are allowed, the BDS will also indicate whether they are permitted in accordance with ITB 13.3, or invited in accordance with ITB 13.2 and/or ITB 13.4.
- 13.2. When alternatives to the Time Schedule are explicitly invited, a statement to that effect will be included in the BDS, and the method

of evaluating different time schedules will be described in Section III, Evaluation and Qualification Criteria.

- 13.3. Except as provided under ITB 13.4 below, Bidders wishing to offer technical alternatives to the Purchaser's requirements as described in the bidding document must also provide: (i) a price at which they are prepared to offer an Information System meeting the Purchaser's requirements; and (ii) all information necessary for a complete evaluation of the alternatives by the Purchaser, including drawings, design calculations, technical specifications, breakdown of prices, and proposed installation methodology and other relevant details. Only the technical alternatives, if any, of the Bidder with the Most Advantageous Bid conforming to the basic technical requirements shall be considered by the Purchaser.
- 13.4. When Bidders are invited in the BDS to submit alternative technical solutions for specified parts of the system, such parts shall be described in Section VII, Purchaser's Requirements. Technical alternatives that comply with the performance and technical criteria specified for the Information System shall be considered by the Purchaser on their own merits, pursuant to ITB 35.

**14. Documents
Establishing
the Eligibility
of the
Information
System**

- 14.1. To establish the eligibility of the Information System in accordance with ITB 5, Bidders shall complete the country of origin declarations in the Price Schedule Forms, included in Section IV, Bidding Forms.

**15. Documents
Establishing
the Eligibility
and
Qualifications
of the Bidder**

- 15.1. To establish its eligibility and qualifications to perform the Contract in accordance with Section III, Evaluation and Qualification Criteria, the Bidder shall provide the information requested in the corresponding information sheets included in Section IV, Bidding Forms.
- 15.2. In the event that prequalification of potential Bidders has been undertaken as stated in the BDS, only Bids from prequalified Bidders shall be considered for award of Contract. These qualified Bidders should submit with their Bids any information updating their original prequalification applications or, alternatively, confirm in their Bids that the originally submitted prequalification information remains essentially correct as of the date of Bid submission.

**16. Documents
Establishing
Conformity of**

- 16.1. Pursuant to ITB 11.1 (h), the Bidder shall furnish, as part of its Bid, documents establishing the conformity to the bidding documents

**the
Information
System**

of the Information System that the Bidder proposes to design, supply and install under the Contract.

16.2. The documentary evidence of conformity of the Information System to the bidding documents including:

- (a) Preliminary Project Plan describing, among other things, the methods by which the Bidder will carry out its overall management and coordination responsibilities if awarded the Contract, and the human and other resources the Bidder proposes to use. The Preliminary Project Plan must also address any other topics specified in the BDS. In addition, the Preliminary Project Plan should state the Bidder's assessment of what it expects the Purchaser and any other party involved in the implementation of the Information System to provide during implementation and how the Bidder proposes to coordinate the activities of all involved parties;
- (b) written confirmation that the Bidder accepts responsibility for the successful integration and inter-operability of all components of the Information System as required by the bidding documents;
- (c) an item-by-item commentary on the Purchaser's Technical Requirements, demonstrating the substantial responsiveness of the Information System offered to those requirements. In demonstrating responsiveness, the Bidder should use the Technical Responsiveness Checklist (or Checklist Format) in the Sample Bidding Forms (Section IV). The commentary shall include explicit cross-references to the relevant pages in the supporting materials included in the bid. Whenever a discrepancy arises between the item-by-item commentary and any catalogs, technical specifications, or other preprinted materials submitted with the bid, the item-by-item commentary shall prevail;
- (d) support material (e.g., product literature, white papers, narrative descriptions of technologies and/or technical approaches), as required and appropriate; and
- (e) any separate and enforceable contract(s) for Recurrent Cost items which the BDS ITB 17.2 requires Bidders to bid.

16.3. References to brand names or model numbers or national or proprietary standards designated by the Purchaser in the bidding documents are intended to be descriptive and not restrictive. Except as specified in the BDS for specific items or standards, the Bidder may substitute alternative brand/model names or standards in its bid, provided that it demonstrates to the Purchaser's satisfaction that the use of the substitute(s) will result in the Information

System being able to perform substantially equivalent to or better than that specified in the Technical Requirements.

- 16.4. For major items of the Information System as listed by the Purchaser in Section III, Evaluation and Qualification Criteria, which the Bidder intends to purchase or subcontract, the Bidder shall give details of the name and nationality of the proposed subcontractors, including manufacturers, for each of those items. In addition, the Bidder shall include in its Bid information establishing compliance with the requirements specified by the Purchaser for these items. Quoted rates and prices will be deemed to apply to whichever subcontractor is appointed, and no adjustment of the rates and prices will be permitted.
- 16.5. The Bidder shall be responsible for ensuring that any subcontractor proposed complies with the requirements of ITB 4, and that any goods or services to be provided by the subcontractor comply with the requirements of ITB 5 and ITB 16.1.

17. Bid Prices

- 17.1. All Goods and Services identified in the Supply and Installation Cost Sub-Tables in System Inventory Tables in Section VII, and all other Goods and Services proposed by the Bidder to fulfill the requirements of the Information System, must be priced separately and summarized in the corresponding cost tables in the Sample Bidding Forms (Section IV), in accordance with the instructions provided in the tables and in the manner specified below.
- 17.2. Unless otherwise specified in the BDS, the Bidder must also bid Recurrent Cost Items specified in the Technical Requirements, Recurrent Cost Sub-Table of the System Inventory Tables in Section VII (if any). These must be priced separately and summarized in the corresponding cost tables in the Sample Bidding Forms (Section IV), in accordance with the instructions provided in the tables and in the manner specified below:
 - (a) if specified **in the BDS**, the Bidder must also bid separate enforceable contracts for the Recurrent Cost Items not included in the main Contract;
 - (b) prices for Recurrent Costs are all-inclusive of the costs of necessary Goods such as spare parts, software license renewals, labor, etc., needed for the continued and proper operation of the Information System and, if appropriate, of the Bidder's own allowance for price increases;
 - (c) prices for Recurrent Costs beyond the scope of warranty services to be incurred during the Warranty Period, defined in GCC Clause 29.4 and prices for Recurrent Costs to be incurred during the Post-Warranty Period, defined in SCC

Clause 1.1. (e) (xiii), shall be quoted as Service prices on the Recurrent Cost Sub-Table in detail, and on the Recurrent Cost Summary Table in currency totals.

- 17.3. Unit prices must be quoted at a level of detail appropriate for calculation of any partial deliveries or partial payments under the contract, in accordance with the Implementation Schedule in Section VII), and with GCC and SCC Clause 12 – Terms of Payment. Bidders may be required to provide a breakdown of any composite or lump-sum items included in the Cost Tables
- 17.4. The price of items that the Bidder has left blank in the cost tables provided in the Sample Bid Forms (Section IV) shall be assumed to be included in the price of other items. Items omitted altogether from the cost tables shall be assumed to be omitted from the bid and, provided that the bid is substantially responsive, an adjustment to the bid price will be made during bid evaluation in accordance with ITB 31.3.
- 17.5. The prices for Goods components of the Information System are to be expressed and shall be defined and governed in accordance with the rules prescribed in the edition of Incoterms specified in the BDS, as follows:
- (a) Goods supplied from outside the Purchaser's country:

Unless otherwise specified **in the BDS**, the prices shall be quoted on a CIP (named place of destination) basis, exclusive of all taxes, stamps, duties, levies, and fees imposed in the Purchaser's country. The named place of destination and special instructions for the contract of carriage are as specified in the SCC for GCC 1.1 (e) (iii). In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible countries. Similarly, the Bidder may obtain insurance services from any eligible source country;
 - (b) Locally supplied Goods:

Unit prices of Goods offered from within the Purchaser's Country, shall be quoted on an EXW (ex factory, ex works, ex warehouse or off-the-shelf, as applicable) basis, including all customs duties, levies, fees, sales and other taxes incurred until delivery of the Goods, but excluding all VAT or sales and other taxes and duties/fees incurred for the Goods at the time of invoicing or sales transaction, if the Contract is awarded;
 - (c) Inland transportation.
- 17.6. Unless otherwise stated in the BDS, inland transportation, insurance and related local costs incidental to the delivery of the

Goods to the designated Project Sites must be quoted separately as a Service item in accordance with ITB 17.5, whether the Goods are to be supplied locally or from outside the Purchaser's country, except when these costs are already included in the price of the Goods, as is, e.g., the case, when ITB 17.5 (a) specifies CIP, and the named places of destination are the Project Sites.

- 17.7. The price of Services shall be separated into their local and foreign currency components and where appropriate, broken down into unit prices. Prices must include all taxes, duties, levies and fees whatsoever, except only VAT or other indirect taxes, or stamp duties, that may be assessed and/or apply in the Purchaser's country on/to the price of the Services invoiced to the Purchaser, if the Contract is awarded.
- 17.8. Unless otherwise specified in the BDS, the prices must include all costs incidental to the performance of the Services, as incurred by the Supplier, such as travel, subsistence, office support, communications, translation, printing of materials, etc. Costs incidental to the delivery of the Services but incurred by the Purchaser or its staff, or by third parties, must be included in the price only to the extent such obligations are made explicit in these bidding documents (as, e.g., a requirement for the Bidder to include the travel and subsistence costs of trainees).
- 17.9. Unless otherwise specified in the BDS, prices quoted by the Bidder shall be fixed during the Bidder's performance of the Contract and not subject to increases on any account. Bids submitted that are subject to price adjustment will be rejected.

18. Currencies of Bid and Payment

- 18.1. The currency(ies) of the Bid and currencies of payment shall be the same. The Bidder shall quote in the currency of the Purchaser's Country the portion of the Bid price that corresponds to expenditures incurred in the currency of the Purchaser's Country, unless otherwise specified in the BDS.
- 18.2. The Bidder may express the Bid price in any currency. If the Bidder wishes to be paid in a combination of amounts in different currencies, it may quote its price accordingly but shall use no more than three foreign currencies in addition to the currency of the Purchaser's Country.

19. Period of Validity of Bids

- 19.1. Bids shall remain valid until the date specified in the BDS or any extended date if amended by the Purchaser in accordance with ITB 8. A Bid that is not valid until the date specified in the BDS, or any extended date if amended by the Purchaser in accordance with ITB 8, shall be rejected by the Purchaser as nonresponsive.

- 19.2. In exceptional circumstances, prior to the date of expiry of the Bid validity, the Purchaser may request Bidders to extend the date of validity until a specified date. The request and the responses shall be made in writing. If a Bid Security is requested in accordance with ITB 20.1, it shall also be extended for twenty-eight days (28) beyond the deadline of the extended validity period. A Bidder may refuse the request without forfeiting its Bid Security. A Bidder granting the request shall not be required or permitted to modify its Bid, except as provided in ITB 19.3.
- 19.3. If the award is delayed by a period exceeding fifty-six (56) days beyond the expiry of the initial Bid validity specified in accordance with ITB 19.1, the Contract price shall be determined as follows:
- (a) in case of fixed price contracts, the contract price shall be the Bid price adjusted by a factor or factors specified **in the BDS**;
 - (b) in the case of an adjustable price contracts, no adjustments shall be made;
 - (c) in any case, Bid evaluation shall be based on the Bid Price without taking into consideration the applicable correction from those indicated above.

20. Bid Security

- 20.1. The Bidder shall furnish as part of its Bid, either a Bid-Securing Declaration or a Bid Security as specified in the BDS, in original form and, in the case of a Bid Security, in the amount and currency specified in the BDS.
- 20.2. A Bid-Securing Declaration shall use the form included in Section IV, Bidding Forms.
- 20.3. If a Bid Security is specified pursuant to ITB 20.1, the bid security shall be a demand guarantee in any of the following forms at the Bidder's option:
- (a) an unconditional guarantee issued by a non-bank financial institution (such as an insurance, bonding or surety company);
 - (b) an irrevocable letter of credit;
 - (c) a cashier's or certified check; or
 - (d) another security indicated **in the BDS**,

from a reputable source from an eligible country. If an unconditional guarantee is issued by a non-bank financial institution located outside the Purchaser's Country the issuing non-bank financial institution shall have a correspondent financial institution located in the Purchaser's Country to make it enforceable unless the Purchaser has agreed in writing, prior to Bid submission, that a correspondent financial institution is not required.

- 20.4. In the case of a bank guarantee, the Bid Security shall be submitted either using the Bid Security Form included in Section IV, Bidding Forms or in another substantially similar format approved by the Purchaser prior to Bid submission. In either case, the form must include the complete name of the Bidder. The Bid Security shall be valid for twenty-eight (28) days beyond the original date of expiry of the Bid validity, or beyond any extended date if requested under ITB 19.2.
- 20.5. If a Bid Security or a Bid-Securing Declaration is specified pursuant to ITB 20.1, any Bid not accompanied by a substantially responsive Bid Security or Bid-Securing Declaration shall be rejected by the Purchaser as non-responsive.
- 20.6. If a Bid Security is specified pursuant to ITB 20.1, the Bid Security of unsuccessful Bidders shall be returned as promptly as possible upon the successful Bidder's furnishing of the Performance Security pursuant to ITB 48.
- 20.7. The Bid Security of the successful Bidder shall be returned as promptly as possible once the successful Bidder has signed the Contract and furnished the required Performance Security.
- 20.8. The Bid Security may be forfeited:
 - (a) if a Bidder withdraws its Bid prior to the expiry date of Bid validity specified by the Bidder on the Letter of Bid or any extended date provided by the Bidder; or
 - (b) if the successful Bidder fails to:
 - (i) sign the Contract in accordance with ITB 47; or
 - (ii) furnish a performance security in accordance with ITB 48.

20.9. The Bid Security or the Bid-Securing Declaration of a JV shall be in the name of the JV that submits the bid. If the JV has not been legally constituted into a legally enforceable JV at the time of Bidding, the Bid Security or the Bid-Securing Declaration shall be in the names of all future members as named in the letter of intent referred to in ITB 4.1 and ITB 11.2.

20.10. If a Bid Security is not required in the BDS, and;

- (a) if a Bidder withdraws its Bid prior to the expiry date of the Bid validity specified by the Bidder on the Letter of Bid, or any extended date provided by the Bidder; or
- (b) if the successful Bidder fails to: sign the Contract in accordance with ITB 47; or furnish a Performance Security in accordance with ITB 48;

the Purchaser may, if provided for **in the BDS**, declare the Bidder disqualified to be awarded a contract by the Purchaser for a period of time as stated **in the BDS**.

21. Format and Signing of Bid

21.1. The Bidder shall prepare one original of the documents comprising the Bid as described in ITB 11 and clearly mark it “Original.” Alternative Bids, if permitted in accordance with ITB 13, shall be clearly marked “Alternative”. In addition, the Bidder shall submit copies of the Bid, in the number specified in the BDS and clearly mark them “Copy.” In the event of any discrepancy between the original and the copies, the original shall prevail.

21.2. Bidders shall mark as “CONFIDENTIAL” information in their Bids which is confidential to their business. This may include proprietary information, trade secrets, or commercial or financially sensitive information.

21.3. The original and all copies of the Bid shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Bidder. This authorization shall consist of a written confirmation as specified in the BDS and shall be attached to the Bid. The name and position held by each person signing the authorization must be typed or printed below the signature. All pages of the Bid where entries or amendments have been made shall be signed or initialed by the person signing the Bid.

- 21.4. In case the Bidder is a JV, the Bid shall be signed by an authorized representative of the JV on behalf of the JV, and so as to be legally binding on all the members as evidenced by a power of attorney signed by their legally authorized representatives.
- 21.5. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Bid.

D. SUBMISSION AND OPENING OF BIDS

22. Submission, Sealing and Marking of Bids

- 22.1. The Bidder shall deliver the Bid in a single, sealed envelope (one (1) envelope process). Within the single envelope the Bidder shall place the following separate, sealed envelopes:
- (a) in an envelope marked “ORIGINAL”, all documents comprising the Bid, as described in ITB 11; and
 - (b) in an envelope marked “COPIES”, all required copies of the Bid; and,
 - (c) if alternative Bids are permitted in accordance with ITB 13, and if relevant:
 - (i) in an envelope marked “ORIGINAL – ALTERNATIVE BID”, the alternative Bid; and
 - (ii) in the envelope marked “COPIES – ALTERNATIVE BID” all required copies of the alternative Bid.
- 22.2. The inner and outer envelopes shall:
- (a) bear the name and address of the Bidder;
 - (b) be addressed to the Purchaser in accordance with ITB 23.1;
 - (c) bear the specific identification of this Bidding process indicated in accordance with ITB 1.1; and
 - (d) bear a warning not to open before the time and date for Bid opening.
- 22.3. If all envelopes are not sealed and marked as required, the Purchaser will assume no responsibility for the misplacement or premature opening of the Bid.

23. Deadline for Submission of Bids

- 23.1. Bids must be received by the Purchaser at the address and no later than the date and time indicated in the BDS. When so specified in the BDS, Bidders shall have the option of submitting their Bids electronically. Bidders submitting Bids electronically shall follow the electronic Bid submission procedures specified in the BDS.
- 23.2. The Purchaser may, at its discretion, extend this deadline for submission of Bids by amending the bidding documents in accordance with ITB 8, in which case all rights and obligations of the Purchaser and Bidders will thereafter be subject to the deadline as extended.

24. Late Bids

- 24.1. The Purchaser shall not consider any Bid that arrives after the deadline for submission of Bids, in accordance with ITB 23. Any Bid received by the Purchaser after the deadline for submission of Bids shall be declared late, rejected, and returned unopened to the Bidder.

25. Withdrawal, Substitution, and Modification of Bids

- 25.1. A Bidder may withdraw, substitute, or modify its Bid after it has been submitted by sending a written notice, duly signed by an authorized representative, and shall include a copy of the authorization in accordance with ITB 21.3, (except that withdrawal notices do not require copies). The corresponding substitution or modification of the Bid must accompany the respective written notice. All notices must be:
- (a) prepared and submitted in accordance with ITB 21 and ITB 22 (except that withdrawals notices do not require copies), and in addition, the respective envelopes shall be clearly marked “WITHDRAWAL,” “SUBSTITUTION,” “MODIFICATION;” and
 - (b) received by the Purchaser prior to the deadline prescribed for submission of Bids, in accordance with ITB 23.
- 25.2. Bids requested to be withdrawn in accordance with ITB 25.1 shall be returned unopened to the Bidders.
- 25.3. No Bid may be withdrawn, substituted, or modified in the interval between the deadline for submission of Bids and the date of expiry of the Bid validity specified by the Bidder on the Letter of Bid or any extended date thereof.

26. Bid Opening

- 26.1. Except as in the cases specified in ITB 24 and ITB 25.2, the Purchaser shall conduct the Bid opening in public, in the presence of Bidders` designated representatives and anyone who chooses to attend, and at the address, date and time specified in the BDS. Any specific electronic Bid opening procedures required if electronic bidding is permitted in accordance with ITB 23.1, shall be as specified in the BDS.
- 26.2. First, envelopes marked “Withdrawal” shall be opened and read out and the envelope with the corresponding Bid shall not be opened, but returned to the Bidder. No Bid withdrawal shall be permitted unless the corresponding withdrawal notice contains a valid authorization to request the withdrawal and is read out at Bid opening.
- 26.3. Next, envelopes marked “Substitution” shall be opened and read out and exchanged with the corresponding Bid being substituted, and the substituted Bid shall not be opened, but returned to the Bidder. No Bid substitution shall be permitted unless the corresponding substitution notice contains a valid authorization to request the substitution and is read out at Bid opening.
- 26.4. Envelopes marked “Modification” shall be opened and read out with the corresponding Bid. No Bid modification shall be permitted unless the corresponding modification notice contains a valid authorization to request the modification and is read out at Bid opening. Only Bids that are opened and read out at Bid opening shall be considered further.
- 26.5. Next, all remaining envelopes shall be opened one at a time, reading out: the name of the Bidder and the Bid Price(s), including any discounts and alternative Bids, and indicating whether there is a modification; the presence or absence of a Bid Security or Bid-Securing Declaration; and any other details as the Purchaser may consider appropriate.
- 26.6. Only Bids, alternative Bids and discounts that are opened and read out at Bid opening shall be considered further in the evaluation. The Letter of Bid and the Price Schedules are to be initialed by representatives of the Purchaser attending Bid opening in the manner specified in the BDS.
- 26.7. The Purchaser shall neither discuss the merits of any Bid nor reject any Bid (except for late Bids, in accordance with ITB 24.1).
- 26.8. The Purchaser shall prepare a record of the Bid opening that shall include, as a minimum:

- (a) the name of the Bidder and whether there is a withdrawal, substitution, or modification;
- (b) the Bid Price, per lot if applicable, including any discounts;
- (c) any alternative Bids; and
- (d) the presence or absence of a Bid Security or a Bid-Securing Declaration.

26.9. The Bidders' representatives who are present shall be requested to sign the record. The omission of a Bidder's signature on the record shall not invalidate the contents and effect of the record. A copy of the record shall be distributed to all Bidders.

E. EVALUATION AND COMPARISON OF BIDS

- 27. Confidentiality**
- 27.1. Information relating to the evaluation of Bids and recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with the Bidding process until the Notification of Intention to Award the Contract is transmitted to all Bidders in accordance with ITB 42.
- 27.2. Any effort by a Bidder to influence the Purchaser in the evaluation of the Bids or Contract award decisions may result in the rejection of its Bid.
- 27.3. Notwithstanding ITB 27.2, from the time of Bid opening to the time of Contract award, if any Bidder wishes to contact the Purchaser on any matter related to the Bidding process, it should do so in writing.
- 28. Clarification of Bids**
- 28.1. To assist in the examination, evaluation, and comparison of the Bids, and qualification of the Bidders, the Purchaser may, at its discretion, ask any Bidder for a clarification of its Bid. Any clarification submitted by a Bidder that is not in response to a request by the Purchaser shall not be considered. The Purchaser's request for clarification and the response shall be in writing. No change in the prices or substance of the Bid shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by the Purchaser in the evaluation of the Bids, in accordance with ITB 32.
- 28.2. If a Bidder does not provide clarifications of its Bid by the date and time set in the Purchaser's request for clarification, its Bid may be rejected.

**29. Deviations,
Reservations,
and Omissions**

- 29.1. During the evaluation of Bids, the following definitions apply:
- (a) “Deviation” is a departure from the requirements specified in the bidding document;
 - (b) “Reservation” is the setting of limiting conditions or withholding from complete acceptance of the requirements specified in the bidding document; and
 - (c) “Omission” is the failure to submit part or all of the information or documentation required in the bidding document.

**30. Determination of
Responsiveness**

- 30.1. The Purchaser’s determination of a Bid’s responsiveness is to be based on the contents of the Bid itself, as defined in ITB 11.
- 30.2. A substantially responsive Bid is one that meets the requirements of the bidding document without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that;
- (a) if accepted, would:
 - (i) affect in any substantial way the scope, quality, or performance of the Information System specified in the Contract; or
 - (ii) limit in any substantial way, inconsistent with the bidding document, the Purchaser’s rights or the Bidder’s obligations under the proposed Contract; or
 - (b) if rectified, would unfairly affect the competitive position of other Bidders presenting substantially responsive Bids.
- 30.3. The Purchaser shall examine the technical aspects of the Bid in particular, to confirm that all requirements of Section VII, Purchaser’s Requirements have been met without any material deviation, reservation, or omission.
- 30.4. To be considered for Contract award, Bidders must have submitted Bids:

- (a) for which detailed Bid evaluation using the same standards for compliance determination as listed in ITB 29 and ITB 30.3 confirms that the Bids are commercially and technically responsive, and include the hardware, Software, related equipment, products, Materials, and other Goods and Services components of the Information System in substantially the full required quantities for the entire Information System or, if allowed in the BDS ITB 35.8, the individual Subsystem, lot or slice Bid on; and are deemed by the Purchaser as commercially and technically responsive; and
- (b) that offer Information Technologies that are proven to perform up to the standards promised in the bid by having successfully passed the performance, benchmark, and/or functionality tests the Purchaser may require, pursuant to ITB 39.3.

31. Nonmaterial Nonconformities

- 31.1. Provided that a Bid is substantially responsive, the Purchaser may waive any nonconformity in the Bid that does not constitute a material deviation, reservation or omission.
- 31.2. Provided that a Bid is substantially responsive, the Purchaser may request that the Bidder submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities in the Bid related to documentation requirements. Requesting information or documentation on such nonconformities shall not be related to any aspect of the price of the Bid. Failure of the Bidder to comply with the request may result in the rejection of its Bid.
- 31.3. Provided that a Bid is substantially responsive, the Purchaser shall rectify quantifiable nonmaterial nonconformities related to the Bid Price. To this effect, the Bid Price shall be adjusted, for comparison purposes only, to reflect the price of a missing or non-conforming item or component by adding the average price of the item or component quoted by substantially responsive Bidders. If the price of the item or component cannot be derived from the price of other substantially responsive Bids, the Purchaser shall use its best estimate.

32. Correction of Arithmetical Errors

- 32.1. Provided that the Bid is substantially responsive, the Purchaser shall correct arithmetical errors on the following basis:
 - (a) where there are errors between the total of the amounts given under the column for the price breakdown and the

amount given under the Total Price, the former shall prevail and the latter will be corrected accordingly;

- (b) where there are errors between the total of the amounts of Schedule Nos. 1 to 5 and the amount given in Schedule No. 6 (Grand Summary), the former shall prevail and the latter will be corrected accordingly; and
- (c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.

32.2. A Bidder shall be requested to accept the correction of arithmetical errors. Failure to accept the correction in accordance with ITB 32.1 shall result in the rejection of the Bid.

33. Conversion to Single Currency

33.1. For evaluation and comparison purposes, the currency(ies) of the Bid shall be converted into a single currency as specified in the BDS.

34. Margin of Preference

34.1. No margin of domestic preference shall apply.

35. Evaluation of Bids

35.1. The Purchaser shall use the criteria and methodologies listed in this ITB and Section III, Evaluation and Qualification criteria. No other evaluation criteria or methodologies shall be permitted. By applying the criteria and methodologies the Purchaser shall determine the Most Advantageous Bid.

Preliminary Examination

35.2. The Purchaser will examine the bids, to determine whether they have been properly signed, whether required sureties have been furnished, whether any computational errors have been made, whether required sureties have been furnished and are substantially complete (e.g., not missing key parts of the bid or silent on excessively large portions of the Technical Requirements). In the case where a pre-qualification process was undertaken for the Contract(s) for which these bidding documents have been issued, the Purchaser will ensure that each bid is from a pre-qualified bidder and, in the case of a Joint Venture, that partners and structure of the Joint Venture are unchanged from those in the pre-qualification

Technical Evaluation

35.3. The Purchaser will examine the information supplied by the Bidders Pursuant to ITB 11 and ITB 16, and in response to other

requirements in the Bidding document, taking into account the following factors:

- (a) overall completeness and compliance with the Technical Requirements; and deviations from the Technical Requirements;
 - (b) suitability of the Information System offered in relation to the conditions prevailing at the site; and the suitability of the implementation and other services proposed, as described in the Preliminary Project Plan included in the bid;
 - (c) achievement of specified performance criteria by the Information System;
 - (d) compliance with the time schedule called for by the Implementation Schedule and any alternative time schedules offered by Bidders, as evidenced by a milestone schedule provided in the Preliminary Project Plan included in the bid;
 - (e) type, quantity, quality, and long-term availability of maintenance services and of any critical consumable items necessary for the operation of the Information System;
 - (f) any other relevant technical factors that the Purchaser deems necessary or prudent to take into consideration;
 - (g) any proposed deviations in the bid to the contractual and technical provisions stipulated in the bidding documents.
- 35.4. If specified in the BDS, the Purchaser's evaluation of responsive Bids will take into account technical factors, in addition to cost factors. The scores to be given to technical factors and sub factors, and the weights to be assigned for the technical factors and cost are specified in the BDS. An Evaluated Bid Score (B) will be calculated for each responsive Bid using the formula, specified in Section III, Evaluation and Qualification Criteria, which permits a comprehensive assessment of the Bid cost and the technical merits of each Bid.
- 35.5. Where alternative technical solutions have been allowed in accordance with ITB 13, and offered by the Bidder, the Purchaser will make a similar evaluation of the alternatives. Where alternatives have not been allowed but have been offered, they shall be ignored.

Economic Evaluation

- 35.6. To evaluate a Bid, the Purchaser shall consider the following:

- (a) the Bid price, excluding provisional sums and the provision, if any, for contingencies in the Price Schedules;
- (b) price adjustment for correction of arithmetic errors in accordance with ITB 32.1;
- (c) price adjustment due to discounts offered in accordance with ITB 26.8;
- (d) converting the amount resulting from applying (a) to (c) above, if relevant, to a single currency in accordance with ITB 33; and
- (e) price adjustment due to quantifiable nonmaterial nonconformities in accordance with ITB 31.3;
- (f) the evaluation factors indicated in Section III, Evaluation and Qualification Criteria.

35.7. If price adjustment is allowed in accordance with ITB 17.9, the estimated effect of the price adjustment provisions of the Conditions of Contract, applied over the period of execution of the Contract, shall not be taken into account in Bid evaluation.

35.8. The Purchaser will evaluate and compare the Bids that have been determined to be substantially responsive, pursuant to ITB 30. The evaluation will be performed assuming either that:

- (a) the Contract will be awarded to the Most Advantageous Bid for the entire Information System; or
- (b) if specified **in the BDS**, Contracts will be awarded to the Bidders for each individual Subsystem, lot, or slice defined in the Technical Requirements whose Bids result in the Most Advantageous Bid/Bids for the entire System.

In the latter case, discounts that are conditional on the award of more than one Subsystem, lot, or slice may be offered in Bids. Such discounts will be considered in the evaluation of bids as specified **in the BDS**.

36. Comparison of Bids

36.1. The Purchaser shall compare all substantially responsive Bids in accordance with ITB 35.6 to determine the lowest evaluated cost.

37. Abnormally Low Bids

37.1. An Abnormally Low Bid is one where the Bid price in combination with other constituent elements of the Bid appears unreasonably low to the extent that the Bid price raises material concerns as to the capability of the Bidder to perform the Contract for the offered Bid Price.

- 37.2. In the event of identification of a potentially Abnormally Low Bid, the Purchaser shall seek written clarifications from the Bidder, including detailed price analyses of its Bid price in relation to the subject matter of the contract, scope, proposed methodology, schedule, allocation of risks and responsibilities and any other requirements of the bidding document.
- 37.3. After evaluation of the price analyses, in the event that the Purchaser determines that the Bidder has failed to demonstrate its capability to perform the Contract for the offered Bid Price, the Purchaser shall reject the Bid.
- 38. Unbalanced or Front Loaded Bids**
- 38.1. If the Bid that is evaluated as the lowest evaluated cost is, in the Purchaser's opinion, seriously unbalanced or front loaded the Purchaser may require the Bidder to provide written clarifications. Clarifications may include detailed price analyses to demonstrate the consistency of the Bid prices with the scope of information systems, installations, proposed methodology, schedule and any other requirements of the bidding document.
- 38.2. After the evaluation of the information and detailed price analyses presented by the Bidder, the Purchaser may:
- (a) accept the Bid; or
 - (b) if appropriate, require that the total amount of the Performance Security be increased, at the expense of the Bidder, to a level not exceeding twenty percent (20%) of the Contract Price; or
 - (c) reject the Bid.
- 39. Eligibility and Qualification of the Bidder**
- 39.1. The Purchaser shall determine to its satisfaction whether the Bidder that is selected as having submitted the lowest evaluated and substantially responsive Bid is eligible and meets the qualifying criteria specified in Section III, Evaluation and Qualification Criteria.
- 39.2. The determination shall be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, pursuant to ITB 15, as well as other information the Purchaser deems necessary and appropriate. This determination may include visits or interviews with the Bidder's clients referenced in its bid and site inspections.
- 39.3. Unless otherwise specified in the BDS, the Purchaser will NOT carry out tests at the time of post-qualification, to determine that

the performance or functionality of the Information System offered meets those stated in the Technical Requirements. However, if so specified in the BDS the Purchaser may carry out such tests as detailed in the BDS.

- 39.4. An affirmative determination shall be a prerequisite for award of the Contract to the Bidder. A negative determination shall result in disqualification of the Bid, in which event the Purchaser shall proceed to the next lowest evaluated cost or best evaluated Bid, as the case may be, to make a similar determination of that Bidder's qualifications to perform satisfactorily.
- 39.5. The capabilities of the manufacturers and subcontractors proposed by the Bidder that is determined to have offered the Most Advantageous Bid for identified major items of supply or services will also be evaluated for acceptability in accordance with Section III, Evaluation and Qualification Criteria. Their participation should be confirmed with a letter of intent between the parties, as needed. Should a manufacturer or subcontractor be determined to be unacceptable, the Bid will not be rejected, but the Bidder will be required to substitute an acceptable manufacturer or subcontractor without any change to the Bid price. Prior to signing the Contract, the corresponding Appendix to the Contract Agreement shall be completed, listing the approved manufacturers or subcontractors for each item concerned.

**40. Purchaser's
Right to Accept
Any Bid, and to
Reject Any or All
Bids**

- 40.1. The Purchaser reserves the right to accept or reject any Bid, and to annul the Bidding process and reject all Bids at any time prior to contract award, without thereby incurring any liability to Bidders. In case of annulment, all Bids submitted and specifically, Bid securities, shall be promptly returned to the Bidders.

41. Standstill Period

- 41.1. The Contract shall not be awarded earlier than the expiry of the Standstill Period. The Standstill Period shall be ten (10) Business Days unless extended in accordance with ITB 46. The Standstill Period commences the day after the date the Purchaser has transmitted to each Bidder the Notification of Intention to Award the Contract. Where only one Bid is submitted, or if this contract is in response to an emergency situation recognized by the Bank, the Standstill Period shall not apply.

42. Notification of Intention to Award

- 42.1. The Purchaser shall send to each Bidder the Notification of Intention to Award the Contract to the successful Bidder. The Notification of Intention to Award shall contain, at a minimum, the following information:
- (a) the name and address of the Bidder submitting the successful Bid;
 - (b) the Contract price of the successful Bid;
 - (c) the total combined score of the successful Bid;
 - (d) the names of all Bidders who submitted Bids, and their Bid prices as readout and as evaluated prices and technical scores (if applicable);
 - (e) a statement of the reason(s) the Bid (of the unsuccessful Bidder to whom the notification is addressed) was unsuccessful;
 - (f) the expiry date of the Standstill Period; and
 - (g) instructions on how to request a debriefing or submit a complaint during the standstill period;

F. AWARD OF CONTRACT

43. Award Criteria

- 43.1. Subject to ITB 40, the Purchaser shall award the Contract to the successful Bidder. This is the Bidder whose Bid has been determined to be the Most Advantageous Bid. The determination of the Most Advantageous Bid will be made in accordance to one of the two options as defined in the BDS. The methodology options are:
- (a) when **rated criteria are used**: The Bidder that meets the qualification criteria and whose Bid:
 - (i) is substantially responsive; and
 - (ii) is the best evaluated Bid (i.e. the Bid with the highest combined technical/quality/price score); or
 - (b) when **rated criteria are not used**: The Bidder that meets the qualification criteria and whose Bid has been determined to be:
 - (i) substantially responsive to the bidding document; and
 - (ii) the lowest evaluated cost.

- 44. Purchaser’s Right to Vary Quantities at Time of Award**
- 44.1. The Purchaser reserves the right at the time of Contract award to increase or decrease, by the percentage(s) for items as indicated in the BDS.
- 45. Notification of Award**
- 45.1. Prior to the date of expiry of the Bid validity and upon expiry of the Standstill Period, specified in ITB 41.1 or any extension thereof, and, upon satisfactorily addressing any complaint that has been filed within the Standstill Period, the Purchaser shall notify the successful Bidder, in writing, that its Bid has been accepted. The notification letter (hereinafter and in the Contract Forms called the “Letter of Acceptance”) shall specify the sum that the Purchaser will pay the Supplier in consideration of the execution of the Contract (hereinafter and in the Conditions of Contract and Contract Forms called “the Contract Price”).
- 45.2. Within ten (10) Business days after the date of transmission of the Letter of Acceptance, the Purchaser shall publish the Contract Award Notice which shall contain, at a minimum, the following information:
- (a) name and address of the Purchaser;
 - (b) name and reference number of the contract being awarded, and the selection method used;
 - (c) names of all Bidders that submitted Bids, and their Bid prices as read out at Bid opening, and as evaluated;
 - (d) name of Bidders whose Bids were rejected and the reasons for their rejection;
 - (e) the name of the successful Bidder, the final total contract price, the contract duration and a summary of its scope; and
 - (f) successful Bidder’s Beneficial Ownership Disclosure Form, if specified in BDS ITB 47.1.
- 45.3. The Contract Award Notice shall be published on the Purchaser’s website with free access if available, or in at least one newspaper of national circulation in the Purchaser’s Country, or in the official gazette. The Purchaser shall also publish the Contract Award Notice in UNDB online.
- 45.4. Until a formal contract is prepared and executed, the Notification of Award shall constitute a binding Contract.

46. Debriefing by the Purchaser

- 46.1. On receipt of the Purchaser's Notification of Intention to Award referred to in ITB 42, an unsuccessful Bidder has three (3) Business Days to make a written request to the Purchaser for a debriefing. The Purchaser shall provide a debriefing to all unsuccessful Bidders whose request is received within this deadline.
- 46.2. Where a request for debriefing is received within the deadline, the Purchaser shall provide a debriefing within five (5) Business Days, unless the Purchaser decides, for justifiable reasons, to provide the debriefing outside this timeframe. In that case, the standstill period shall automatically be extended until five (5) Business Days after such debriefing is provided. If more than one debriefing is so delayed, the standstill period shall not end earlier than five (5) Business Days after the last debriefing takes place. The Purchaser shall promptly inform, by the quickest means available, all Bidders of the extended standstill period.
- 46.3. Where a request for debriefing is received by the Purchaser later than the three (3) Business Day deadline, the Purchaser should provide the debriefing as soon as practicable, and normally no later than fifteen (15) Business Days from the date of publication of Public Notice of Award of contract. Requests for debriefing received outside the three (3)-day deadline shall not lead to extension of the standstill period.
- 46.4. Debriefings of unsuccessful Bidders may be done in writing or verbally. The Bidder shall bear their own costs of attending such a debriefing meeting.

47. Signing of Contract

- 47.1. The Purchaser shall send to the successful Bidder the Letter of Acceptance including the Contract Agreement, and, if specified in the BDS, a request to submit the Beneficial Ownership Disclosure Form providing additional information on its beneficial ownership. The Beneficial Ownership Disclosure Form, if so requested, shall be submitted within eight (8) Business Days of receiving this request.
- 47.2. The successful Bidder shall sign, date and return to the Purchaser, the Contract Agreement within twenty-eight (28) days of its receipt.
- 47.3. Notwithstanding ITB 47.2 above, in case signing of the Contract Agreement is prevented by any export restrictions attributable to the Purchaser, to the country of the Purchaser, or to the use of the Information System to be supplied, where such export restrictions arise from trade regulations from a

country supplying those Information System, the Bidder shall not be bound by its Bid, always provided, however, that the Bidder can demonstrate to the satisfaction of the Purchaser and of the Bank that signing of the Contract Agreement has not been prevented by any lack of diligence on the part of the Bidder in completing any formalities, including applying for permits, authorizations and licenses necessary for the export of the Information System under the terms of the Contract.

48. Performance Security

- 48.1. Within twenty-eight (28) days of the receipt of the Letter of Acceptance from the Purchaser, the successful Bidder shall furnish the performance security in accordance with the General Conditions, subject to ITB 38.2 (b), using for that purpose the Performance Security Form included in Section X, Contract Forms, or another form acceptable to the Purchaser. If the Performance Security furnished by the successful Bidder is in the form of a bond, it shall be issued by a bonding or insurance company that has been determined by the successful Bidder to be acceptable to the Purchaser. A foreign institution providing a Performance Security shall have a correspondent financial institution located in the Purchaser's Country.
- 48.2. Failure of the successful Bidder to submit the above-mentioned Performance Security or sign the Contract shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security. In that event the Purchaser may award the Contract to the Bidder offering the next Most Advantageous Bid.

49. Adjudicator

- 49.1. Unless the BDS states otherwise, the Purchaser proposes that the person named in the BDS be appointed as Adjudicator under the Contract to assume the role of informal Contract dispute mediator, as described in GCC Clause 43.1. In this case, a résumé of the named person is attached to the BDS. The proposed hourly fee for the Adjudicator is specified in the BDS. The expenses that would be considered reimbursable to the Adjudicator are also specified in the BDS. If a Bidder does not accept the Adjudicator proposed by the Purchaser, it should state its non-acceptance in its Bid Form and make a counterproposal of an Adjudicator and an hourly fee, attaching a résumé of the alternative. If the successful Bidder and the Adjudicator nominated in the BDS happen to be from the same country, and this is not the country of the Purchaser too, the Purchaser reserves the right to cancel the Adjudicator nominated in the BDS and propose a new one. If by the day the Contract is signed, the Purchaser and the successful Bidder

have not agreed on the appointment of the Adjudicator, the Adjudicator shall be appointed, at the request of either party, by the Appointing Authority specified in the SCC clause relating to GCC Clause 43.1.4, or if no Appointing Authority is specified there, the Contract will be implemented without an Adjudicator.

**50. Procurement
Related
Complaint**

- 50.1. The procedures for making a Procurement-related Complaint are as specified in the BDS.

SECTION II - BID DATA SHEET (BDS)

The following specific data for the Information System to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions in the BDS shall prevail over those in ITB.

ITB Reference	A. General
ITB 1.1	<p>The reference number of the Request for Bids is: CERC/LK/ICTA/225552/ GO/RFB</p> <p>The Purchaser is: <i>Information and Communication Technology Agency of Sri Lanka</i></p> <p>The name of the RFB is: Procurement of Supply, Installation, Configuration, Implementation and Support of email and collaboration tools solution for Government Employees</p> <p>The Purchaser <i>shall not</i> accept bid for multiple lots under this bidding document.</p>
ITB 1.3 (a)	Electronic Procurement <i>shall not</i> be applicable to this procurement.
ITB 2.1	<p>The Borrower is: Democratic Socialist Republic of Sri Lanka</p> <p>Loan or Financing Agreement amount: USD 6,675,344.25</p> <p>The name of the Project is: <i>Contingent Emergency Response Component mapped under the CSIAP</i></p>
ITB 4.1	Maximum number of members in the JV shall be: <i>Two (2)</i>
ITB 4.5	A list of debarred firms and individuals is available on the Bank's external website: http://www.worldbank.org/debarr
B. Bidding Document	
ITB 7.1	<p>For <u>Clarification of Bid purposes</u> only, the Purchaser's address is: Attention: Director Procurement Information and Communication Technology Agency of Sri Lanka, 160/24, Second Floor, Kirimandala Mawatha, Colombo 5. e-mail: procurement@icta.lk</p>

	Requests for clarification should be received by the Purchaser no later than: Ten (10) of days prior to the deadline for submission of Bids in accordance with ITB 23.
ITB 7.1	Web page: https://www.icta.lk
ITB 7.4	<p>A Pre-Bid meeting <i>shall</i> take place at the following date, time and place:</p> <p>Date: May 13, 2021</p> <p>Time: 1100 hours</p> <p>Address:</p> <p>Information and Communication Technology Agency of Sri Lanka, 160/24, Second Floor, Kirimandala Mawatha, Colombo 5</p> <p>A site visit conducted by the Purchaser <i>shall not be</i> organized.</p>
C. Preparation of Bids	
ITB 10.1	<p>The language of the Bid is: English</p> <p>All correspondence exchange shall be in English language.</p> <p>Language for translation of supporting documents and printed literature is English.</p>
ITB 11.1 (k)	<p>The Bidder shall submit with its Bid the following additional documents:</p> <p>The additional documents shall include the following:</p> <p>i. Code of Conduct for Supplier's and subcontractor's personnel (ES)</p> <p>The Bidder shall submit its Code of Conduct that will apply to the Supplier's and Subcontractors' personnel employed in the execution of the Contract at the Project Site/s. The Bidder shall use for this purpose the Code of Conduct form provided in Section IV. No substantial modifications shall be made to this form, except that the Bidder may introduce additional requirements, including as necessary to take into account specific Contract issues/risks.</p> <p>ii. Every bidder who acts as an agent representative or nominee on behalf of such bidder and the bid price exceeds SLRS 5 million, a certificate of registration issued by the Registration of Contracts in accordance with Contract Act No.3 of 1987 and subsequent gazette notification</p>
ITB 13.1	Alternative Bids are not permitted

ITB 13.2	Alternatives to the Time Schedule <i>are not</i> permitted.
ITB 13.4	Alternative technical solutions shall be permitted for the following parts of the Information System: <i>none</i>
ITB 15.2	Prequalification <i>has not</i> been undertaken.
ITB 16.2 (a)	<p>Chapters in the Project Plan shall address the following subjects:</p> <ul style="list-style-type: none"> • Project Management, personnel and organization • Data migration • Implementation • Operational Testing • Administrator Training and Train the trainer • Support and Maintenance <p>Further details regarding the required contents of each of the above chapters are contained in the Technical Requirements Section VII. Requirements of the Information Systems.</p>
ITB 16.3	In the interest of effective integration, cost-effective technical support, and reduced re-training and staffing costs, Bidders shall offer the following items: Indicated in the 1.1 Technical Specification of Section VII – Purchaser's Requirements
ITB 17.2	The Bidder <i>shall</i> bid Recurrent Cost Items
ITB 17.2 (a)	The Bidder <i>shall</i> bid for contracts for Recurrent Cost Items not included in the main Contract.
ITB 17.5	The Incoterms edition is: Incoterms® 2020
ITB 17.5 (a),(b)	Bidder shall quote prices using the Incoterms: Delivered Duty Paid (DDP) , Bid Price shall include all Taxes, Duties, levies, fees, whatsoever except only VAT payable by the Purchaser
ITB 17.6	<p>Named place of final destination (or Project site) is: Solution will be hosted in LGC and location of the LGC servers are at Dialog Data Center, 'Malabe'</p> <p>Cost for the inland transportation, insurance and related local costs incidental to the delivery of the Goods to the designated Project Sites must be included to the Bid Price and it will not pay separately.</p>
ITB 17.8	ITB 17.8 is modified as follows: <i>There are no modifications to ITB 17.8</i>
ITB 17.9	The prices quoted by the Bidder <i>shall not</i> be subject to adjustment during the performance of the Contract.

ITB 18.1	The Bidder is required to quote in the currency of the Purchaser's Country the portion of the Bid price that corresponds to expenditures incurred in that currency.
ITB 18.2	Bidders may quote its price no more than three different foreign currencies in addition to the currency of the Purchaser's Country
ITB 19.1	The Bid shall be valid until: October 06, 2021
ITB 19.3 (a)	The Bid price shall be adjusted by the following factor(s): <i>not applicable.</i>
ITB 20.1	<p>A <i>Bid Security shall be</i> required. Bid Security in the form of a Bank Guarantee (as per the format given in the Bidding Document)</p> <p>A Bid-Securing Declaration <i>shall not be</i> required.</p> <p>The amount and currency of the Bid Security shall be <i>LKR 3,500,000.00</i> or the equivalent amount in a freely convertible currency in Sri Lanka</p> <p>If the Bid Security is to be issued by a bank outside Sri Lanka, it shall be from a bank that has a correspondent bank in Sri Lanka. Banks in Sri Lanka issuing the bank guarantee shall be a licensed commercial bank under the Banking Act No. 30 of 1988 and supervised by the Central Bank of Sri Lanka. The Bid security shall be enforceable in Sri Lanka.</p>
ITB 20.3 (d)	Other types of acceptable securities: <i>None</i>
ITB 20.4	The Bid Security shall be valid for twenty-eight (28) days beyond the original date of expiry of the Bid validity. i.e. November 03, 2021
ITB 20.10	Not Applicable
ITB 21.1	In addition to the original of the Bid, the number of copies is: One (1) and One(1) Softcopy in PDF format
ITB 21.3	<p>The written confirmation of authorization to sign on behalf of the Bidder shall consist of:</p> <ul style="list-style-type: none"> I. Bids submitted by a limited liability Company or a Corporation: A Power of Attorney (either notarized or attested to by an appropriate authority in the Bidders home Country); or a Board resolution certified by a Company Secretary. II. Bids submitted by a single Proprietor: Signature of the Proprietor or Power of Attorney. III. Bids submitted by a Partnership: Power of Attorney (either notarized or attested to by an appropriate authority in the Bidders home Country). A Copy of the partnership agreement shall be submitted with the power of Attorney.

	IV. Bids submitted by a joint Venture : Power of Attorney (either notarized or attested by an appropriate authority in the Bidders home Country; It shall include an undertaking Signed by all parties (i) Stating that all parties shall be jointly and severally liable and (ii) Nominating a representative who shall have the authority to conduct all business for and on behalf of any and all the parties of the JV during the bidding process and in the event the JV is awarded the Contract, during Contract, execution.
D. Submission and Opening of Bids	
ITB 23.1	For Bid submission purposes only, the Purchaser's address is: Attention : The Chairman Address: Information and Communication Technology Agency Lanka, 2nd floor, 160/24, Kirimandala Mawatha, Colombo 05, Sri Lanka. The deadline for the submission of bids is: Date: June 9, 2021 Time: 1500 hrs (Sri Lankan Standard Time)
ITB 23.1	Bidders <i>shall not</i> have the option of submitting their Bids electronically.
ITB 26.1	The Bid opening shall take place at: Address: Information and Communication Technology Agency Lanka, 2nd floor, 160/24, Kirimandala Mawatha, Colombo 05. Date: June 9, 2021 Time: 1500 hrs (Sri Lankan Standard Time)
ITB 26.1	The electronic Bid opening procedures shall be: <i>not applicable</i>
ITB 26.6	The Letter of Bid and Price Schedules shall be initialed by Three (3) representatives of the Purchaser conducting Bid opening. Specifically the Letter of Bid and the Price Schedules are to be initialed by representatives of the Purchaser, any modification to the unit or total price shall be initialed by the Representative of the Purchaser.
E. Evaluation, and Comparison of Bids	
ITB 33.1	The currency(ies) of the Bid shall be converted into a single currency as follows:

	<p>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: <i>Sri Lankan Rupees</i> (LKR)</p> <p>The source of exchange rate shall be: <i>Central Bank in the Sri Lanka</i></p> <p>The date for the exchange rate shall be: <i>Selling rate on May 19, 2021(21 days Prior to the Deadline for Submission Bids)</i> as published by the <i>Central Bank of Sri Lanka</i></p>																																				
ITB 35.4	<p>The Purchaser’s evaluation of responsive Bids <i>will take</i> into account scored technical factors, in addition to cost factors.</p> <p>The technical factors (sub-factors) and the corresponding weight out of 100% are:</p> <table><tr><th>S.N</th><th>Evaluation Criteria</th><th>Weight</th></tr><tr><td>1</td><td>Solution proposed</td><td>60%</td></tr><tr><td>1.1</td><td>Product features</td><td>40</td></tr><tr><td>1.2</td><td>Solution architecture and design</td><td>20</td></tr><tr><td>2</td><td>Organization</td><td>10 %</td></tr><tr><td>2.1</td><td>Credentials of the proposed email solution from the bidder. Prior projects with similar size and nature by the bidder with the proposed email solution</td><td>10</td></tr><tr><td>3</td><td>Strengths of Proposed Team</td><td>15 %</td></tr><tr><td>3.1</td><td>Product Certified Integration Expert</td><td>10</td></tr><tr><td>3.2</td><td>Other team members</td><td>5</td></tr><tr><td>4</td><td>Approach, Methodology and Project Plan</td><td>15 %</td></tr><tr><td>4.1</td><td>Proposed project plan, approach and methodology for preparation, installation, implementation, go-live and operations and maintenance covering all the applicable</td><td>15</td></tr><tr><td colspan="2">Total</td><td>100</td></tr></table> <p><i>Cut off score for technical competence is = 75 and bids scored below this cut off value will not be further considered for evaluation and will be disqualified.</i></p>	S.N	Evaluation Criteria	Weight	1	Solution proposed	60%	1.1	Product features	40	1.2	Solution architecture and design	20	2	Organization	10 %	2.1	Credentials of the proposed email solution from the bidder. Prior projects with similar size and nature by the bidder with the proposed email solution	10	3	Strengths of Proposed Team	15 %	3.1	Product Certified Integration Expert	10	3.2	Other team members	5	4	Approach, Methodology and Project Plan	15 %	4.1	Proposed project plan, approach and methodology for preparation, installation, implementation, go-live and operations and maintenance covering all the applicable	15	Total		100
S.N	Evaluation Criteria	Weight																																			
1	Solution proposed	60%																																			
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4.1	Proposed project plan, approach and methodology for preparation, installation, implementation, go-live and operations and maintenance covering all the applicable	15																																			
Total		100																																			

	The technical proposal scoring methodology is specified in Section III-Evaluation and Qualification Criteria.
ITB 35.4	Discount Rate (I) for net present value calculations of recurrent costs is Ten (10) percent per annum. If rated criterion is used: The weight to be given for cost, X is: 0.8
ITB 35.8	Bids for Subsystems, lots, or slices of the overall Information System will not be accepted.
ITB 39.3	As additional qualification measures, the Information System (or components/parts of it) offered by the Bidder with the Most Advantageous Bid may be subjected to the following tests and performance benchmarks prior to Contract award: Bidder must do a live demonstration (POC) of the proposed solution highlighting the key features requested as mandatory requirements
F. AWARD OF CONTRACT	
ITB 43	The award will be made on the basis of <i>rated criteria</i> pursuant to ITB 35.7, if applicable, in accordance with Section III, Evaluation and Qualification Criteria.
ITB 44	The maximum percentage by which quantities may be increased is: 20% The maximum percentage by which quantities may be decreased is: 20% The items for which the Purchaser may increase or decrease the quantities are the following. <i>E-mail Accounts</i>
ITB 47.1	The successful Bidder <i>shall</i> be required to submit the Beneficial Ownership Disclosure Form.
ITB 49	The proposed Adjudicator is: Mr. Christy Perera, former member of the National Procurement Commission Sri Lanka “as per the résumé attached to this BDS” The proposed hourly fee is LKR 15,000.00
ITB 50.1	The procedures for making a Procurement-related Complaint are detailed in the “ <u>Procurement Regulations for IPF Borrowers</u> (Annex III).” A Procurement-related Complaint may challenge any of the following:

	<p>The terms of the Bidding Documents; and</p> <p>The Purchaser's decision to award the contract.</p> <p>If a Bidder wishes to make a Procurement-related Complaint, the Bidder should submit its complaint following these procedures, in writing (by the quickest means available, that is either by email or fax), to:</p> <p>For the attention: Prof. Lalith Gamage</p> <p>Title/position: <i>Chairman</i></p> <p>Purchaser: <i>Information and Communication Technology Agency of Sri Lanka</i></p> <p>Email address: <i>chairman@icta.lk, procurement@icta.lk</i></p> <p>Fax number: <i>Not applicable</i></p>
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Résumé of the proposed Adjudicator.

Position:	Adjudicator
Name of Expert:	P. A. D. C. R. Perera
Profile	Former Commission Member, National Procurement Commission of Sri Lanka. National & International Procurement Consultant. Visiting Lecture-Procurement- University of Colombo, UCSC. Visiting Senior Procurement Consultant, Academy for Financial Studies- Ministry of Finance
Country of Citizenship/Residence:	Sri Lankan
Complete Personal Contact Details:	Address : 212/7A, Nelum Place, Kalapaluwawa, Rajagiriya, Sri Lanka E-mail : christyicta@gmail.com Telephone : 0777 572 381

Education:

Names of Educational Institutions	Dates attended	Degree(s)/diploma(s) obtained
University of Peradeniya	1972	BSc (Science)
National University of Singapore	1992	Certificate in Marketing including Procurement
ILO – Italy	2004	Diploma in Equipment Procurement Management
ILO – Italy	2008	Diploma in Procurement of Information Technologies

Membership in Professional Associations:

Member - UppA
Member – Bloomfield Aquatic Club
Ex Member – Sri Lanka Institute of Marketing

Other Trainings:

Certificate in Selection of Consultant – ILO, Italy
Certificate in Procurement Contract Management – ILO, Italy
Certificate in Project Management – CAE, Melbourne, Australia
Certificate in Project Programming and Control – SETIM international, Montreal, Canada
Certificate in Procurement Frauds – Manila, Philliphene
Certificate in in Computer Applications - NIBM
Certificate in PPG's procurement Training – New Delhi , India
And Several Training Programs on Procurement under World Bank and ADB funded projects
Participate several e-GP conferences held in Georgia[2017], Washington D.C[2018] , Manila[2019] & Public Procurement Conferences organized by ADB

Countries of Work Experience:

Sri Lanka, Nepal,

Language and Degree of Proficiency:

Language	Speaking	Reading	Writing
English	Excellent	Excellent	Excellent
Sinhala	Excellent	Excellent	Excellent
Tamil	-	-	-

Employment Record:

Period	Employing organization and your title/position. Contact info for references	Country	Summary of activities performed relevant to the Assignment
2015 – 2020	<p>Employing organization: National Procurement Commission of Sri Lanka</p> <p>Title/position: Commission Member</p> <p>References: Position: Independent Commission member Tel: 077572381</p>	Sri Lanka	<p>Preparation of new guidelines and manuals to GOSL for all areas of procurement such as; Goods, Services, Information Technologies, PPP, pharmaceutical and health equipment's, Framework Agreements, e-GP, OCDS and Sustainable Procurement.</p> <p>With regard to all GOSL tenders; Monitoring, Check transparency and Fairness, Competitiveness, Suitability of members of TEC and PCs, Appeals and complains.</p>

Period	Employing organization and your title/position. Contact info for references	Country	Summary of activities performed relevant to the Assignment
			<p>Consultant is solely responsible for preparation of draft guidelines and manuals for Selection of Consultants for GOSL.</p> <p>In addition following Chapters of GOSL draft guidelines and manuals were solely done by the consultants; e-Government Procurement (e-GP), Procurement of Information Systems</p>
2005 - 2014	<p>Employing organization: Information and Communication Technology Agency of Sri Lanka e-Sri Lanka – World Bank Project</p> <p>Title/position: Head of Procurement/ Specialist/Advisor</p> <p>References: Name: Mr. Reshan Devapura Positions: Chief Executive Officer Tel:0777848614</p>	Sri Lanka	All activities related to procurement of Goods, Servisec,works, Information systems and Consulting Services
2010 - 2012	<p>Employing organization: Asian Development Bank (ADB)</p> <p>Title/position: Procurement Specialist (National)</p> <p>References: Name: Ms. Shyamali Gunwardana Position: Project Director Tel:0777741674</p>	Sri Lanka	All Procurement activities related to FMRP & FMPEP including all MIS systems such as RAMIS, ITMIS etc
2011	<p>Employing organization: Asian Development Bank (ADB)</p> <p>Title/position: Procurement Consultant (International)</p> <p>References: Name: Mr. K. Shing</p>	Nepal	Nepal eGP Implementation preface consultant with other 12 consultants

Period	Employing organization and your title/position. Contact info for references	Country	Summary of activities performed relevant to the Assignment
	Position: Senior Procurement Specialist (ADB)		
2003 - 2004	Employing organization: Fiscal Management Reform Project – ADB funded Title/position: Procurement Advisor References: Name: Ms. Shyamali Gunwardana Position: Project Director Tel: 0777741674	Sri Lanka	All procurement related activities
2003 – 2005	Employing organization: Legal and Judicial Reform Project – WB funded Project Title/position: Procurement Specialist References: Name: Ms. Shyamali Gunwardana Position: Project Director Tel: 0777741674	Sri Lanka	All procurement related activities
2002 - 2004	Employing organization: Land Titling& Related Project – WB Funded Title/position: Procurement Specialist References: Name: Mr. Niel Hapuhinna Position: Secretary, Ministry of Women and Child Development, Pre-Schools & Primary Education, Samurdhi, School Infrastructure & Education Services. Tel:0773423356	Sri Lanka	All procurement related activities

Period	Employing organization and your title/position. Contact info for references	Country	Summary of activities performed relevant to the Assignment
1978 - 2002	Employing organization: Cooperative Wholesale Establishment Title/position: Additional General Manager References: Name:Mr. Razik Zarook Position: Chairman Tel:0777751229	Sri Lanka	Marketing and procurement related activities
Since 2009 up to now	Visiting Lecture at University of Colombo	Sri Lanka	IT Procurement Management
Since 2015 up to now	Senior Consultant (visiting) At GOSL Academy for Financial Studies	Sri Lanka	Procurement Management including e-GP

Details tasks assigned: Shall perform all the tasks mentioned against the position as per the ToR

Work Undertaken that Best Illustrates Capability to Handle the Task Assigned
<p>Name of assignment or project: Information & Communication Technology Agency (ICTA) – World Bank funded Project (USD 35 million)</p> <p>Year: 2005 – 2015</p> <p>Location: Sri Lanka</p> <p>Client: Information & Communication Technology Agency (ICTA)</p> <p>Main project feature: In November 2002, the Government of Sri Lanka (GoSL), launched ‘e-Sri Lanka’ as a national development initiative, with the objective of using Information and Communication Technology (ICT) to foster social integration, peace, economic growth and poverty reduction. The principal development outcomes of ‘e-Sri Lanka’ are anticipated to be:</p> <ul style="list-style-type: none"> (i) More effective, citizen-centred, and transparent government; (ii) Empowerment of the rural poor, women and youth through increased and affordable access to information and communication tools; (iii) Developed leadership and skills in ICT; and (iv) Employment creation through the ICT industry, ICT-enabled services, and enhanced competitiveness of user industries and services. With the endorsement of Information and Communication Technology Act No. 27 of 2003 by Parliament of Sri Lanka, ICT Agency was formed and tasked to assist ICT Task Force Committee in all areas of ICT initiatives and development. <p>To be the most connected with the citizen of Sri Lanka, ICTA takes on the role of engaging best consultants with the best practices experience in the world to provide an eGovernment blueprint. A complete eGovernment blueprint on implementing successful eGovernment projects has been completed in 2004. Many eGovernment projects as identified in the eGovernment blueprint are set to roll-out within the next few years among various government agencies. To ensure all ICT implementations are properly aligned with the overall blueprint, it is therefore necessary to establish a consistent set of principles, common guidelines and standards for all the upcoming ICT implementation. This document will serve as a guide to all government agencies in the design acquisition, implementation and management of Information Communication Technology. This specific document has been named as “Nation-wide Enterprise Architecture Standards and Guidelines” (or NEA Standards and Guidelines)</p> <p>Positions held: Procurement Advisor</p> <p>Activities Performed:</p> <ul style="list-style-type: none"> • Preparation of various type of bidding/contract documents, contract implementation, preparation of procurement plan, monitoring & review the progress, participation in Tender Boards and Technical Evaluation Committees including bid evaluations, preparing and processing of disbursement claims and documents related to special commitments Post and Prior review of Procurement activities

Work Undertaken that Best Illustrates Capability to Handle the Task Assigned
<p>Name of assignment or project: Lanka Gov Net Project</p> <p>Year: 2006</p> <p>Location: Sri Lanka</p> <p>Client: ICTA-WB funded</p> <p>Main project feature: Lanka Gov net and island wide activities</p> <p>Positions held: Procurement Advisor</p> <p>Activities Performed: LGN procurement related activities</p>
<p>Name of assignment or project: Telecentre Project</p> <p>Year: 2005</p> <p>Location: Sri Lanka</p> <p>Client: ICTA-WB funded</p> <p>Main project feature: Tele centres in selected locations in the island</p> <p>Positions held: Procurement Consultant</p> <p>Activities Performed: All procurement activities</p>
<p>Name of assignment or project: Fiscal Management Reform Project – ADB funded</p> <p>Year: 2003</p> <p>Location: Sri Lanka</p> <p>Client: Ministry of Finance & Planning</p> <p>Main project feature: Fiscal Management Reforms, Inland Revenue Department LAN-WAN Project</p> <p>Positions held: Procurement Advisor (Part Time)</p> <p>Activities Performed: All Procurement & IT procurement related activities</p>
<p>Name of assignment or project: TA – 7515 (SRI) Supporting the Fiscal Management Efficiency Project – ADB funded</p> <p>Year: 2010 – 2012</p> <p>Location: Sri Lanka</p> <p>Client: Asian Development Bank (ADB)</p> <p>Main project feature: The TA project support will be provided in the following areas;</p> <ul style="list-style-type: none"> (i) As-is study and functionality analysis for introducing internationally accepted RAMIS and ITMIS; (ii) Development of architecture definition and design for RAMIS and ITMIS, and improvement of ICT environment from legal, regulatory, and institutional perspectives; (iii) Support for selecting vendors for RAMIS and ITMIS; (iv) Quality control ensuring adequate and timely service deliverables to be met by contractors; and

Work Undertaken that Best Illustrates Capability to Handle the Task Assigned
<p>(v) Testing “go live” and post-implementation review of the capacity development of institutions and implementation officials.</p> <p>Positions held: Procurement Specialist (National)</p> <p>Activities Performed:</p> <ul style="list-style-type: none"> • In consultation with the project specialist, prepare successes and challenges of Sri Lanka procurement reform program to date, and prepare a report on procurement regulations and system. • With the guidance of project specialist, prepare Procurement Environment Assessment, by conducting an enhances field assessment of MOFP’ procurement capacity and practices • Assist the Team Leader in preparation of bidding documents, and selection of vendors • Assist the Team Leader and PMU in procuring IT training facilities and other equipment and; • Assist the PMU in managing and resolving procurement related issues <p>Output Reporting Requirements:</p> <ul style="list-style-type: none"> • Report on Sri Lanka’s procurement regulations and system • Procurement Environment Assessment • Draft Bidding Documents and Bid Assessment Reports (e.g. bidding documents and bid assessment report on RAMIS and ITMIS)
<p>Name of assignment or project: Introduction of e-Government Procurement to Government of Nepal</p> <p>Year: 2007</p> <p>Location: Sri Lanka</p> <p>Client: Asian Development Bank</p> <p>Main project feature: To study and prepare the initial report to ADB implementation activities related to introduction of e-GP for Nepal Government</p> <p>Positions held: International Procurement Consultant</p> <p>Activities Performed: Visit and study Local government entities in different areas of the country and after identifying the problems and given suggestions to the countries procurement monitoring unit and ADB.</p>
<p>Name of assignment or project: Automation and establishment of LanWan to Department of Inland Revenue-Sri Lanka</p> <p>Year: 2005</p> <p>Location: Sri Lanka</p> <p>Client: FMRP-ADB funded</p> <p>Main project feature: Establishing the overall LanWan system to IRD</p> <p>Positions held: Procurement Consultant</p> <p>Activities Performed: All IT related procurement activities.</p>

Work Undertaken that Best Illustrates Capability to Handle the Task Assigned
<p>Name of assignment or project: RAMIS and ITMIS (Initial stage) Projects</p> <p>Year: 2006 to 2007</p> <p>Location: Sri Lanka</p> <p>Client: Asian Development Bank</p> <p>Main project feature: Implementation of RAMIS & ITMIS</p> <p>Positions held: ADB national consultant</p> <p>Activities Performed: All IT related procurement Activities.</p>
<p>Name of assignment or project: RSC-C12659(NEP) Review and Diagnostic Mission for ADB's Portfolio on Public Management in Nepal</p> <p>Year: 2011</p> <p>Location: Nepal</p> <p>Client: Asian Development Bank</p> <p>Main project feature: Review of Procurement in Nepal & and to start initial steps to introduce e-GP</p> <p>Positions held: Procurement Consultant (International)</p> <p>Activities Performed: As a Procurement Consultant performing a mission for ADB for procurement activities in Nepal.</p>
<p>Name of assignment or project: Information and Communication Technology Agency of Sri Lanka e-Sri Lanka – World Bank, Korean Exim Bank, JSDF, Multi funded Project</p> <p>Year: 2005 - 2014</p> <p>Location: Sri Lanka</p> <p>Client: Presidential Secretariat of Sri Lanka</p> <p>Main project feature: Responsible for e-Sri Lanka activities such as e-Governance, Re-Engineering Government Programs, ICT Policy Programs, Leadership and Institutional Development Programs, ICT Human Resources Development Programs, Industry Promotion Programs, ICBP and BPO Programs, Regional Telecommunications Network Programs, Telecentre Development Programs, E-society and SMI Programs</p> <p>Positions held: Procurement Advisor/ Head of Procurement</p> <p>Activities Performed:</p> <ul style="list-style-type: none"> • All procurement and disbursement activities mainly IT Procurement and communication-based Procurement and handling the technical, commercial and legal aspects of procurement for the efficient operation of the projects; • Technical expertise in preparation of procurement activity schedules, procurement plans, designs and bidding/contract documents for ICB, QCBS, IS1STG, IS2STG and other method of procurement; • Performed need assessments, institutional analysis, bid preparation, bid evaluation, contract management, performance evaluation and competently plan and carry out procurement

Work Undertaken that Best Illustrates Capability to Handle the Task Assigned
<p>functions in accordance with the guidelines of the World Bank, ADB, JSDF, EXIM Bank of Korea, GOSL and other Foreign Funded Agencies including foreign funding agency requirements, policies, and procurement staff training; and</p> <ul style="list-style-type: none"> • Must have ability of possesses extensive experience in resolving problems, complaints and complicated procurement issues with client and contractors including working as a Team Leader of the procurement staff. Vital experience in Foreign Funded Project's Procurement Audit functions and PPR.
<p>Name of assignment or project: National Procurement Commission of Sri Lanka</p> <p>Year: 2015</p> <p>Location: Sri Lanka</p> <p>Client: This is an Independent Commission established under 19th amendment of the Constitution of Sri Lanka.</p> <p>Main project feature: National Procurement Commission. There shall be a National Procurement Commission (in this Chapter referred to as the "Commission") consisting of five members appointed by the President on the recommendation of the Constitutional Council, of whom at least three members shall be persons who have had proven experience in procurement, accountancy, law or public administration. The consultant has been recognized and selected by the Constitutional Council as procurement expert as a commission member.</p> <p>(i) It shall be the function of the Commission to formulate fair, equitable, transparent, competitive and cost effective procedures and guidelines, for the procurement of goods and services, works, consultancy services and information systems by government institutions and cause such guidelines to be published in the Gazette and within three months of such publication, to be placed before Parliament.</p> <p>(ii) Without prejudice to the generality of paragraph (1), it shall be the function of the Commission to,—</p> <ol style="list-style-type: none"> a. Monitor and report to the appropriate authorities, on whether all procurement of goods and services, works, consultancy services and information systems by government institutions are based on procurement plans prepared in accordance with previously approved action plans; ^[1]_[SEP] b. Monitor and report to the appropriate authorities on whether all qualified bidders for the provision of goods and services, works, consultancy services and information systems by government institutions are afforded an equal opportunity to participate in the bidding process for the provision of those goods and services, works, consultancy services and information systems; c. Monitor and report to the appropriate authorities on whether the procedures for the selection of contractors, and the awarding of contracts for the provision of goods and services, works, consultancy services and information systems to government institutions, are fair and transparent; d. Report on whether members of procurement Committees and Technical Evaluation Committees relating to the procurements, appointed by government institutions are suitably qualified; and e. Investigate reports of procurements made by government institutions outside established procedures and guidelines, and to report the officers responsible for such procurements to the relevant authorities for necessary action.

<p>Work Undertaken that Best Illustrates Capability to Handle the Task Assigned</p>
<p>Positions held: Commission Member</p> <p>Activities Performed: All Procurement activities from (i) to (ii) above.</p>
<p>Name of assignment or project: Legal & Judicial Reforms Project - World Bank funded</p> <p>Year: From 2003 to 2005</p> <p>Location: Sri Lanka</p> <p>Client: Ministry of Legal & Judicial Reforms</p> <p>Main project feature: Court Automation in Sri Lanka, Law net project, Court constructions and refurbishments, Supply of IT products to selected court houses selected by the world bank, Training programs for Judges and Lawyers.</p> <p>Positions held: Procurement Consultant</p> <p>Activities Performed: Entire procurement process, Contract management up to disbursement. There were more than 30 assignments have been carried out by the consultant including all types of Goods, Works, Non-Consultant Service, Selection of Consultants, Information Systems.</p> <ul style="list-style-type: none"> • Preparation of various type of bidding/contract documents for Donor Funded Projects and contract implementation. <ul style="list-style-type: none"> ○ Preparation of Procurement Plan Monitoring & review the progress. ○ Database on Procurement • Participating to Tender Boards and Technical Evaluation Committees including bid evaluations. • All types of documents handling in letter of credit relating to imports of goods & services • All types of procurement methods including NS, INS, NCB, and ICB, Direct contracting etc. for goods, IS & services. QCBS, QBS, LCS, FBS and Information Systems. • Preparing and processing of disbursement claims and documents related to special commitments • Experience in Procurement contract management and Procurement audit of Post review and Prior review contracts • Good knowledge in Country's Government rules (GOSL), regulations and procedures relating to procurement and Project Management • Preparation of disbursement documents • Wide experience in the following areas: <ul style="list-style-type: none"> ○ Public Procurement Systems-Fundamental Principles & Institutional Framework; ○ World Bank's evolving role in Lending Operations & Associated Fiduciary Responsibilities; ○ Project Legal Documents; ○ Disbursement and withdrawal activities; ○ World Bank Procurement Guidelines: Policy, principals & rationale; ○ Appendices to the Guidelines; ○ Procurement Process & breakdown of Competencies for the procurement function;

Work Undertaken that Best Illustrates Capability to Handle the Task Assigned
<ul style="list-style-type: none"> ○ Procurement Planning; ○ Qualification Procedures; ○ Qualification Criteria; ○ Purpose, Types and Content of Standard Bidding Documents (SBDs); ○ Procurement Auditing; ○ Instructions to Bidders, Bid Data Sheet, Evaluation and Qualification Criteria and Bidding Forms; ○ General Conditions of Contract, Special Conditions of Contract and Contract Forms; ○ Securities and Payment; ○ INCOTERMS 2000; ○ Schedule of Requirements and Types of Technical Specifications; ○ Bid submission, bid opening and late bids; ○ Preliminary Examination of Bids and Currency Conversion; ○ Detailed Bid Evaluation and Rejection of all Bids; ○ Domestic Preference; ○ Contract Award; ○ Bid Evaluation Report; ○ Preparation of Contract; ○ Contract Supervision and Management; ○ World Bank Consultants Guidelines; ○ Standard Request for Proposals and preparation of TOR; ○ Standard Forms of Contract; ○ Evaluation of Proposals and Contract Negotiations; ○ IP rights, Licenses and Warranties
<p>Name of assignment or project: Land Titling and Related Services Project-World Bank funded</p> <p>Year: 2001 to 2003</p> <p>Location: Sri Lanka</p> <p>Client: Ministry of Lands & Land Development-WB project</p> <p>Main project feature: Land Titling project for entire country. Training of Government Surveyors</p> <p>Positions held: Procurement Specialist/Head of Procurement</p> <p>Activities Performed: Entire procurement process, Contract management up to disbursement. There were more than 20 assignments have been carried out by the consultant including all types of Goods, Works, Non-Consultant Service, Consultancy procurement and IT assignments.</p> <ul style="list-style-type: none"> • Preparation of various type of bidding/contract documents for Donor Funded Projects and contract implementation. <ul style="list-style-type: none"> ○ Preparation of Procurement Plan Monitoring & review the progress. ○ Database on Procurement • Participating to Tender Boards and Technical Evaluation Committees including bid evaluations. • All types of documents handling in letter of credit relating to imports of goods & services

Work Undertaken that Best Illustrates Capability to Handle the Task Assigned
<ul style="list-style-type: none"> • All types of procurement methods including NS, INS, NCB, and ICB, Direct contracting etc. for goods, IS & services. QCBS, QBS, LCS, FBS and Information Systems. • Preparing and processing of disbursement claims and documents related to special commitments. • Experience in Procurement contract management and Procurement audit of Post review and Prior review contracts. • Good knowledge in Country's Government rules (GOSL), regulations and procedures relating to procurement and Project Management. • Preparation of disbursement documents.
<p>Name of assignment or project: CWE</p> <p>Year: 2000 - 2002</p> <p>Location: Sri Lanka</p> <p>Client: Cooperative Wholesale Establishment (CWE)</p> <p>Main project feature: Wholesale and retail sales of all trading items and Procurement of those items.</p> <p>Positions held: Additional General Manager-Marketing, Procurement and Administration</p> <p>Activities Performed: As head of Non Food Procurement Division responsible for the import and purchase of Non Food items and marketing of these non-food items, head of export division, senior member of procurement committee, participation in Ministry Appointed and Cabinet Appointed Tender Boards, member of Tender Evaluation and Technical Evaluation committee, member of the committee of preparing, updating and developing the new systems and procurement procedures and overall administration of the procurement department (900 employees)</p>
<p>Name of assignment or project: International Bulk Trading (Private) Limited</p> <p>Year: 1997-2000</p> <p>Location: Sri Lanka</p> <p>Client: International Bulk Trading (Private) Limited</p> <p>Main project feature: Procurement and Marketing</p> <p>Positions held: Chief Executive Officer/General Manager</p> <p>Activities Performed: Responsible for total planning, and total procurement of "Sinha" cement and other building materials and marketing the same.</p>
<p>Name of assignment or project: CWE</p> <p>Year: 1984-1992</p> <p>Location: Sri Lanka</p> <p>Client: Cooperative Wholesale Establishment (CWE)</p> <p>Main project feature: Procurement and Marketing</p>

Work Undertaken that Best Illustrates Capability to Handle the Task Assigned
Positions held: Deputy General Manager-Marketing & Procurement Activities Performed: Responsible for all local purchases and marketing, overseeing 150 retail outlets all over the island, member of the local purchase committee, overall administration of over 3000 employees and member of the corporate planning team of CWE. The main theme of this is improvement of Procurement Methods, Marketing Strategies and Human Resource Development.
Name of assignment or project: CWE Year: 1981 - 1984 Location: Sri Lanka Client: Cooperative Wholesale Establishment (CWE) Main project feature: Procurement and Marketing Positions held: Senior Manager Activities Performed: Responsible for all local purchases and marketing of scientific equipment, electrical items, hardware items, ceramic items and tyre and rubber products

SECTION III - EVALUATION AND QUALIFICATION CRITERIA

This Section contains all the criteria that the Purchaser shall use to evaluate Bids and qualify Bidders. No other factors, methods or criteria shall be used. The Bidder shall provide all the information requested in the forms included in Section IV, Bidding Forms.

In addition to the criteria listed in ITB 35.3 (a) to (e), the following factors shall apply:

1. Technical Evaluation (ITB 35.3 and ITB 35.4)

If, in addition to the cost factors, the Purchaser has chosen to give weight to important technical factors (i.e., the price weight, X, is less than 1 in the evaluation), the total technical points assigned to each Bid in the Evaluated Bid Formula will be determined by adding and weighting the scores assigned by an evaluation committee to technical features of the Bid **in accordance with the BDS** and the scoring methodology below:

Technical proposal scoring methodology

- (a) During the evaluation process, the evaluation committee will assign each desirable/preferred feature a whole number score from 0 to 4, where 0 means that the feature is absent, and 1 to 4 either represent predefined values for desirable features amenable to an objective way of rating (as is the case for, e.g., extra memory, or extra mass storage capacity, etc., if these extras would be conducive for the utility of the system), or if the feature represents a desirable functionality (e.g., of a software package) or a quality improving the prospects for a successful implementation (such as the strengths of the proposed project staff, the methodology, the elaboration of the project plan, etc., in the bid), the scoring will be 1 for the feature being present but showing deficiencies; 2 for meeting the requirements; 3 for marginally exceeding the requirements; and 4 for significantly exceeding the requirements.
- (b) The score for each feature (i) within a category (j) will be combined with the scores of features in the same category as a weighted sum to form the Category Technical Score using the following formula:

$$S_j \equiv \sum_{i=1}^k t_{ji} * w_{ji}$$

where:

t_{ji} = the technical score for feature “i” in category “j”

w_{ji} = the weight of feature “i” in category “j”

k = the number of scored features in category “j”

and $\sum_{i=1}^k w_{ji} = 1$

- (c) The Category Technical Scores will be combined in a weighted sum to form the total Technical Bid Score using the following formula:

$$T \equiv \sum_{j=1}^n S_j * W_j$$

where:

S_j = the Category Technical Score of category “j”

W_j = the weight of category “j” as specified in the BDS

n = the number of categories

and $\sum_{j=1}^n W_j = 1$

- (d) Minimum mandatory technical requirements to be met by the bidder

Features stipulated in the 1.6.1 of Section VII - Requirements of the Information System must be met by the bidder with the solution proposed, otherwise, bid will be non-responsive and rejected and will not be considered for the further evaluation.

2. Economic Evaluation

The following factors and methods will apply:

(a) Time Schedule:

Not Applicable

A Bid offering to achieve Operational Acceptance earlier than the maximum number of weeks **shall not** be given credit for bid evaluation purposes.

(b) Recurrent Costs

Since the operation and maintenance of the system being procured form a major part of the implementation, the resulting recurrent costs will be evaluated according to the principles given hereafter, including the cost of recurrent cost items for the initial period of operation stated below, based on prices furnished by each Bidder in Price Schedule Nos. 3.3.

Recurrent cost items for post- warranty service period if subject to evaluation shall be included in separate contract and signed after the warranty period.

Such costs shall be added to the Bid price for evaluation.

The recurrent cost factors for calculation of the implementation schedule are:

- (i) number of years for implementation
- (ii) hardware maintenance
- (iii) software licenses and updates
- (iv) technical services

The Recurrent Costs (R) are reduced to net present value and determined using the following formula:

$$R \circ \mathring{a} \frac{R_x}{(1+I)^x}$$

where

N = number of years of evaluated recurrent costs

x = an index number 1, 2, 3, ... N .

R_x = total Recurrent Costs for year “ x ,” as recorded in the Recurrent Cost Sub-Table.

I = discount rate to be used for the Net Present Value calculation, as specified in the BDS for ITB 35.4.

3. Technical alternatives

If invited in accordance with ITB 13.4, will be evaluated as follows: **none**

4. Combined Evaluation

The Purchaser will evaluate and compare the Bids that have been determined to be substantially responsive, pursuant to ITB 30.

If indicated by the BDS, the Purchaser’s evaluation of responsive Bids will take into account technical factors, in addition to cost factors.

In such a case, an Evaluated Bid Score (B) will be calculated for each responsive Bid using the following formula, which permits a comprehensive assessment of the Bid price and the technical merits of each Bid:

$$B \equiv \frac{C_{low}}{C} X + \frac{T}{T_{high}} (1 - X)$$

where

C = Evaluated Bid Price

C_{low} = the lowest of all Evaluated Bid Prices among responsive Bids

T = the total Technical Score awarded to the Bid

T_{high} = the Technical Score achieved by the Bid that was scored best among all responsive Bids

X = weight for the Price as specified in the BDS

The Bid with the best evaluated Bid Score (B) among responsive Bids shall be the Most Advantageous Bid provided the Bidder was prequalified and/or it was found to be qualified to perform the Contract in accordance with ITB 39.

5. Qualification

Factor	5.1 ELIGIBILITY					
Sub-Factor	Criteria					Documentation Required
	Requirement	Bidder				
		Single Entity	Joint Venture (existing or intended)			
			All members combined	Each member	At least one member	
5.1.1 Nationality	Nationality in accordance with ITB 4.4.	Must meet requirement	Must meet requirement	Must meet requirement	N / A	Form ELI –5.1.1 and 5.1.2, with attachments
5.1.2 Conflict of Interest	No- conflicts of interests as described in ITB 4.2.	Must meet requirement	Must meet requirement	Must meet requirement	N / A	Letter of Bid
5.1.3 Bank Ineligibility	Not having been declared ineligible by the Bank as described in ITB 4.5.	Must meet requirement	Must meet requirement	Must meet requirement	N / A	Letter of Bid
5.1.4 State owned Entity of the Borrower country	Compliance with conditions of ITB 4.6	Must meet requirement	Must meet requirement	Must meet requirement	N / A	Form ELI –5.1.1 and 5.1.2, with attachments

Factor	5.1 ELIGIBILITY					
Sub-Factor	Criteria					Documentation Required
	Requirement	Bidder				
		Single Entity	Joint Venture (existing or intended)			
			All members combined	Each member		
5.1.5 United Nations resolution or Borrower’s country law	Not having been excluded as a result of prohibition in the Borrower’s country laws or official regulations against commercial relations with the Bidder’s country, or by an act of compliance with UN Security Council resolution, both in accordance with ITB 4.8	Must meet requirement	Must meet requirement	Must meet requirement	N / A	Letter of Bid

Factor	5.2 HISTORICAL CONTRACT NON-PERFORMANCE					
Sub-Factor	Criteria					Documentation Required
	Requirement	Bidder				
		Single Entity	Joint Venture (existing or intended)			
			All members combined	Each member	At least one member	
5.2.1 History of non-performing contracts	Non-performance of a contract ¹ did not occur as a result of Bidder’s default since 1 st January 2020.	Must meet requirement by itself or as member to past or existing JV	N / A	Must meet requirement ²	N / A	Form CON - 2
5.2.2 Suspension	Not under suspension based on execution of a Bid Securing Declaration or Proposal Securing Declaration pursuant to ITB 4.7 and ITB 20.10	Must meet requirement	N / A	Must meet requirement	N / A	Letter of Bid

¹ Nonperformance, as decided by the Purchaser, shall include all contracts where (a) nonperformance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Nonperformance shall not include contracts where Purchaser decision was overruled by the dispute resolution mechanism. Nonperformance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the applicant have been exhausted.

² This requirement also applies to contracts executed by the Applicant as JV member.

5.2.3 Pending Litigation	Bidder's financial position and prospective long term profitability still sound according to criteria established in 2.3.1 below and assuming that all pending litigation will be resolved against the Bidder.	Must meet requirement by itself or as member to past or existing JV	N / A	Must meet requirement	N / A	Form CON – 2
5.2.4 Litigation History	No consistent history of court/arbitral award decisions against the Bidder ³ since 1 st January 2020	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Form CON – 2

³ The Bidder shall provide accurate information on the related Letter of Bid about any litigation or arbitration resulting from contracts completed or ongoing under its execution over the last five years. A consistent history of awards against the Bidder or any member of a joint venture may result in failure of the Bid.

Factor	5.3 FINANCIAL SITUATION					
Sub-Factor	Criteria					Documentation Required
	Requirement	Bidder				
		Single Entity	Joint Venture (existing or intended)			
			All members combined	Each member	At least one member	
5.3.1 Historical Financial Performance	Submission of audited balance sheets or if not required by the law of the Bidder’s country, other financial statements acceptable to the Purchaser, for the last Three [3] years to demonstrate the current soundness of the Bidders financial position and its prospective long term profitability.	Must meet requirement	N / A	Must meet requirement	N / A	Form FIN – 5.3.1 with attachments
5.3.2 Average Annual Turnover	Minimum average annual turnover of LKR 500 Million as per the audited financial reports within last 3 years	Must meet requirement	Must meet requirement	N/A	N/A	Form FIN –5.3.2

Factor	5.3 FINANCIAL SITUATION					
Sub-Factor	Criteria					Documentation Required
	Requirement	Bidder				
		Single Entity	Joint Venture (existing or intended)			
			All members combined	Each member	At least one member	
5.3.3 Financial Resources	The Bidder must demonstrate access to, or availability of, financial resources such as liquid assets, unencumbered real assets, lines of credit, and other financial means, other than any contractual advance payments to meet the following cash-flow requirement: As a minimum the Bidder must show that his resources, in terms of at least his latest year’s working capital and lines of credit, shall be LKR 30 million	Must meet requirement	Must meet requirement	N/A	N/A	Form FIN –5.3.3

Factor	5.4 EXPERIENCE					
Sub-Factor	Criteria					Documentation Required
	Requirement	Bidder				
		Single Entity	Joint Venture (existing or intended)			
			All members combined	Each member	At least one member	
5.4.1 General Experience	Experience under Information System contracts in the role of prime supplier, management contractor, JV member, or subcontractor for at least the last Five [5] years prior to the applications submission deadline.	Must meet requirement	N / A	Must meet requirement	N / A	Form EXP-5.4.1
5.4.2 Specific Experience	Participation as a prime supplier, in at least Three (3) contracts within the last Ten (10) years, each with a value of at least LKR 200 million, that have been successfully and substantially completed and that are similar ICT projects	Must meet requirement	Must meet requirements	N / A	Must meet the requirement	Form EXP 5.4.2
5.4.3 Specific Technical Experience	Participation as a prime supplier, in at least one (1) contract with more than 5,000 accounts in email and integrated collaboration tools or multiple contracts with more than 10,000 email and integrated collaboration tools within last Ten (10) years , that have been successfully and substantially completed	Must meet requirement	Must meet requirements	N / A	Must meet requirement	Form EXP 5.4.3

5.5 Key Personnel

The Bidder must demonstrate that it will have suitably qualified key personnel. The Bidder shall complete the relevant Forms in Section IV, Bidding Forms.

Bidder must propose a core project management and execution team composed of experienced international and/or local experts/consultants, who will assume overall responsibility for the implementation of this project. The project manager and all other team members should have substantial experience in their specific technical and assigned areas. Bidder must provide a detailed staffing plan including resumes for the following key personnel.

No.	Position	Minimum Qualification	Minimum Work Experience [years]	Minimum Experience In Similar Work [years]
1	Team Leader	PMP or equivalent	10	6
2	Product Certified Integration Expert	Highest certification on the product	10	10
3	System Engineer	Advanced Linux certification	5	5
4	Support Engineer	Administrator certification on the product	5	3
5	Security Specialist	Any one of CISA, CISM, CISSP, CEH	5	5

Resource Plan

Below resource plan should be reflected in the Project Plan and Resource Deployment Plan. The Purchaser will not consider substitutions during contract negotiations unless both parties agree that undue delay in the selection process makes such substitution unavoidable or for reasons such as death or medical incapacity. If this is not the case and if it is established that Professional staff were offered in the proposal without confirming their availability, the Supplier may be disqualified. Any proposed substitute shall have equivalent or better qualifications and experience than the original candidate and be submitted by the Supplier within the period of time specified in the letter of invitation to negotiate.

No	Resource	Implementation Period	Support and Maintenance Period
1	Team Leader	Mandatory	Optional
2	Product Certified Integration Expert	Mandatory	Mandatory
3	System Engineer	Mandatory	Optional
4	Support Engineer	Mandatory	Mandatory

5	Security Specialist	Mandatory	Not Required
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5.6 Subcontractors/vendors/manufacturers

Subcontracting not allowed. Subcontracting, outsourcing or any kind of 3rd party supplier should not involve in delivering any of the mentioned components of the solution.

5.7 Manufacturer's authorization

For all powered (active) hardware and/or software components of the Information System which the Bidder does not itself produce, by submission of documentary evidence in its Bid, the Bidder must establish to the Purchaser's satisfaction that it is not prohibited to supply those components in the Purchaser's country under the Contract(s) that may result from this procurement.

- (i) In the case of powered (active) hardware and other powered equipment, this must be documented by including Manufacturer's Authorizations in the Bid (based on the form in Section IV);
- (ii) In the case of proprietary commercial software (i.e., excluding open source or "freeware" software) that the Bidder does not manufacture itself and for which the Bidder has or will establish an Original Equipment Manufacturer (OEM) relationship with the manufacture, the Bidder must provide Manufacture's Authorizations;
- (iii) In the case of proprietary commercial software (i.e., excluding open source or "freeware" software) that the Bidder does not manufacture itself and for which the Bidder does not or will not establish an OEM relationship with the manufacture, the Bidder must document to the Purchaser's satisfaction that the Bidder is not excluded from sourcing these items from the manufacturer's distribution channels and offering these items for supply in the Borrower's Country.
- (iv) In the case of open source software, the Bidder must identify the software item as open source and provide copies of the relevant open source license(s).

The Bidder is responsible for ensuring that the manufacturer or producer complies with the requirements of ITB 4 and ITB 5 and meets the minimum criteria listed above for that item.

5.8 Local Representation

In the case of a Bidder not doing business within the Purchaser's country, the Bidder shall submit documentary evidence in its Bid to establish to the Purchaser's satisfaction that it is or will be (if awarded the Contract) represented by an agent in that country who is equipped and able to carry out / manage the Bidder's maintenance, technical support, training, and warranty repair obligations specified in the Purchaser's Requirements (including any response time, problem-resolution norms or other aspects that may be specified in the Contract).

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Letter of Bid

INSTRUCTIONS TO BIDDERS: DELETE THIS BOX ONCE YOU HAVE COMPLETED THE DOCUMENT

The Bidder must prepare this Letter of Bid on stationery with its letterhead clearly showing the Bidder's complete name and business address.

Note: *All italicized text is to help Bidders in preparing this form.*

Date of this Bid submission: *[insert date (as day, month and year) of Bid submission]*

RFB No.: *CERC/LK/ICTA/225552/ GO/RFB*

To: **Chairman,
Information and Communication Technology Agency of Sri Lanka
160/24, Kirimandala Mawatha,
Colombo 5,
Sri Lanka.**

We, the undersigned, declare that:

To: **Information and Communication Technology Agency of Sri Lanka**

- (a) **No reservations:** We have examined and have no reservations to the bidding document, including Addenda issued in accordance with Instructions to Bidders (ITB 8);
- (b) **Eligibility:** We meet the eligibility requirements and have no conflict of interest in accordance with ITB 4;
- (c) **Bid-Securing Declaration:** We have not been suspended nor declared ineligible by the Purchaser based on execution of a Bid-Securing Declaration or Proposal-Securing Declaration in the Purchaser's Country in accordance with ITB 4.7;
- (d) **Conformity:** We offer to provide design, supply and installation services in conformity with the bidding document of the following: *[insert a brief description of the IS Design, Supply and Installation Services]*;
- (e) **Bid Price:** The total price of our Bid, excluding any discounts offered in item (f) below is: *[insert the total price of the Bid in words and figures, indicating the various amounts and the respective currencies]*;
- (f) **Discounts:** The discounts offered and the methodology for their application are:
 - (i) The discounts offered are: *[Specify in detail each discount offered.]*

- (ii) The exact method of calculations to determine the net price after application of discounts is shown below: *[Specify in detail the method that shall be used to apply the discounts]*;
- (g) **Bid Validity:** Our Bid shall be valid until *[insert day, month and year in accordance with ITB 19.1]*, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (h) **Performance Security:** If our Bid is accepted, we commit to obtain a Performance Security in accordance with the bidding document;
- (i) **One Bid Per Bidder:** We are not submitting any other Bid(s) as an individual Bidder, and we are not participating in any other Bid(s) as a Joint Venture member, and meet the requirements of ITB 4.3, other than alternative Bids submitted in accordance with ITB 13;
- (j) **Suspension and Debarment:** We, along with any of our subcontractors, suppliers, consultants, manufacturers, or service providers for any part of the contract, are not subject to, and not controlled by any entity or individual that is subject to, a temporary suspension or a debarment imposed by the World Bank Group or a debarment imposed by the World Bank Group in accordance with the Agreement for Mutual Enforcement of Debarment Decisions between the World Bank and other development banks. Further, we are not ineligible under the Purchaser's Country laws or official regulations or pursuant to a decision of the United Nations Security Council;
- (k) **State-owned enterprise or institution:** *[select the appropriate option and delete the other: We are not a state-owned enterprise or institution / We are a state-owned enterprise or institution but meet the requirements of ITB 4.6]*;
- (l) **Commissions, gratuities and fees:** We have paid, or will pay the following commissions, gratuities, or fees with respect to the Bidding process or execution of the Contract: *[insert complete name of each Recipient, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity]*

Name of Recipient	Address	Reason	Amount

[If none has been paid or is to be paid, indicate “none.”]

- (m) **Binding Contract:** We understand that this Bid, together with your written acceptance thereof included in your Letter of Acceptance, shall constitute a binding contract between us, until a formal contract is prepared and executed;

- (n) **Not Bound to Accept:** We understand that you are not bound to accept the lowest evaluated cost Bid, the Most Advantageous Bid or any other Bid that you may receive; and
- (o) **Fraud and Corruption:** We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf engages in any type of Fraud and Corruption.

Name of the Bidder: **[insert complete name of the Bidder]*

Name of the person duly authorized to sign the Bid on behalf of the Bidder: ***[insert complete name of person duly authorized to sign the Bid]*

Title of the person signing the Bid: *[insert complete title of the person signing the Bid]*

Signature of the person named above: *[insert signature of person whose name and capacity are shown above]*

Date signed *[insert number]* day of *[insert month]*, *[insert year]*

*: In the case of the Bid submitted by joint venture specify the name of the Joint Venture as Bidder

**: Person signing the Bid shall have the power of attorney given by the Bidder to be attached with the Bid

PRICE SCHEDULE FORMS

Notes to Bidders on working with the Price Schedules

General

1. The Price Schedules are divided into separate Schedules as follows:
 - 3.1 Grand Summary Cost Table
 - 3.2 Supply and Installation Cost Table
 - 3.3 Recurrent Cost Table
 - 3.4 Country of Origin Code Table
2. The Schedules do not generally give a full description of the information technologies to be supplied, installed, and operationally accepted, or the Services to be performed under each item. However, it is assumed that Bidders shall have read the Technical Requirements and other sections of these bidding documents to ascertain the full scope of the requirements associated with each item prior to filling in the rates and prices. The quoted rates and prices shall be deemed to cover the full scope of these Technical Requirements, as well as overhead and profit.
3. If Bidders are unclear or uncertain as to the scope of any item, they shall seek clarification in accordance with the Instructions to Bidders in the bidding documents prior to submitting their bid.

Pricing

4. Prices shall be filled in indelible ink, and any alterations necessary due to errors, etc., shall be initialed by the Bidder. As specified in the Bid Data Sheet, prices shall be fixed and firm for the duration of the Contract.
5. Bid prices shall be quoted in the manner indicated and in the currencies specified in ITB 18.1 and ITB 18.2. Prices must correspond to items of the scope and quality defined in the Technical Requirements or elsewhere in these bidding documents.
6. The Bidder must exercise great care in preparing its calculations, since there is no opportunity to correct errors once the deadline for submission of bids has passed. A single error in specifying a unit price can therefore change a Bidder's overall total bid price substantially, make the bid noncompetitive, or subject the Bidder to possible loss. The Purchaser will correct any arithmetic error in accordance with the provisions of ITB 32.
7. Payments will be made to the Supplier in the currency or currencies indicated under each respective item. As specified in ITB 18.2, only foreign currency may be used.

3.1 Grand Summary Cost Table

		<i>[insert: Local Currency] Price</i>	<i>[insert: Foreign Currency] Price</i>	<i>[insert: Foreign Currency] Price</i>	<i>[insert: Foreign Currency] Price</i>
3.2	Supply and Installation Cost: (from 3.2 Supply and Installation Cost Table)				
3.3	Recurrent Cost: Support and maintenance 100,000 nos E-Mail accounts after the 3 years support and maintenance (from 3.3 Recurrent Cost Table)				
Grand Total (to Bid Submission Form)					

Name of Bidder:		
Name and Designation of the Authorized person		
Authorized Signature of Bidder:		

Note:

Employer will sign the contract with the selected bidder exclusive of the Recurrent Cost. (Contract Price = Grand Total – Recurrent Cost). Recurrent cost items for post- warranty service period is subjected to evaluation and shall be included in separate contract.

3.2 Supply and Installation Cost Table

Costs MUST reflect prices and rates quoted in accordance with ITB 17 and 18.

				Unit Prices / Rates					Total Prices				
				Supplied Locally	Supplied from outside the Purchaser's Country				Supplied Locally	Supplied from outside the Purchaser's Country			
Item No.	Component Description	Country of Origin Code	Quantity	[insert: local currency]	[insert: local currency]	[insert: foreign currency A]	[insert: foreign currency B]	[insert: foreign currency C]	[insert: local currency]	[insert: local currency]	[insert: foreign currency A]	[insert: foreign currency B]	[insert: foreign currency C]
3.2.1.	Implementation Cost: Supply, Installation, Configure, and Implementation of the Software Solution in LGC 2.0		Item										
3.2.2.	License Cost: 100,000 Perpetual E-mail licenses accounts including 3 years of support and maintenance		100,000										
Total Supply and Installation Cost (To Grand Summary Table)/ Exclusive of VAT													

Name of Bidder:		
Name and Designation of the Authorized person		
Authorized Signature of Bidder:		

Note:

*Bidder shall quote prices using the Incoterms: **Delivered Duty Paid (DDP)**. All taxes other than VAT shall be included to the Bid Price. Bidders are allowed to quote foreign expenditure in US Dollars and Local expenditure in Sri Lankan Rupees. Cost for the inland transportation, insurance and related local costs incidental to the delivery of the Goods to the designated Project Sites must be included to the Bid Price and it will not pay separately.*

Minimum commitment for the payment will be 40,000 licenses within the project time period. Balance 60,000 licenses may get purchased beyond the project period depending on the requests or demand. If there is a demand for more than 100,000 email accounts within the project time period, Supplier shall provide the additional licenses as per the quoted price.

3.3. Recurrent Cost Table – *Post Support and Maintenance Period* (Recurrent Cost: Support and maintenance 100,000 nos E-Mail accounts after the 3 years support and maintenance)

Lot number: *single lot procurement*

Currency: *[specify: the currency of the Recurrent Costs in which the costs expressed in this Sub-Table are expressed]*

Costs MUST reflect prices and rates quoted in accordance with ITB 17 and ITB 18.

<i>Item No:</i>	<i>Support and maintenance 100,000 nos E-Mail accounts after the 3 years support and maintenance</i>	<i>Local Currency</i>	<i>[insert: foreign currency A]</i>	<i>[insert foreign currency B]</i>	<i>[insert: foreign currency C]</i>
3.3.1	Year 4				
3.3.2	Year 5				
3.3.3	Year 6				
Total Post Support and Maintenance Period Cost (To Grand Summary Table)/ Exclusive of VAT					

Name of Bidder:	
Name and Designation of the Authorized person	
Authorized Signature of Bidder:	

Note:

Recurrent cost items for post- warranty service period is subjected to evaluation shall be included in separate contract and signed after the warranty period.

Employer shall pay the Recurrent Cost for the support and maintenance on actual basis at the end of the each quarter. (Payment = Actual Number of the E-mail Accounts * Price quoted per year/100,000)

3.4 Country of Origin Code Table

Country of Origin	Country Code

FORM ELI 5.1.1- BIDDER INFORMATION FORM

[Note: The Bidder shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted.]

Date: *[insert date (as day, month and year) of Bid submission]*

RFB No.: CERC/LK/ICTA/225552/ GO/RFB

Alternative No.: **not applicable**

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1. Bidder's Name <i>[insert Bidder's legal name]</i>
2. In case of JV, legal name of each member : <i>[insert legal name of each member in JV]</i>
3. Bidder's actual or intended country of registration: <i>[insert actual or intended country of registration]</i>
4. Bidder's year of registration: <i>[insert Bidder's year of registration]</i>
5. Bidder's Address in country of registration: <i>[insert Bidder's legal address in country of registration]</i>
6. Bidder's Authorized Representative Information Name: <i>[insert Authorized Representative's name]</i> Address: <i>[insert Authorized Representative's Address]</i> Telephone/Fax numbers: <i>[insert Authorized Representative's telephone/fax numbers]</i> Email Address: <i>[insert Authorized Representative's email address]</i>
7. Attached are copies of original documents of <i>[check the box(es) of the attached original documents]</i> <input type="checkbox"/> Articles of Incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above, in accordance with ITB 4.4. <input type="checkbox"/> In case of JV, letter of intent to form JV or JV agreement, in accordance with ITB 4.1. <input type="checkbox"/> In case of state-owned enterprise or institution, in accordance with ITB 4.6 documents establishing: <ul style="list-style-type: none"> • Legal and financial autonomy • Operation under commercial law

- Establishing that the Bidder is not under the supervision of the Purchaser
8. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership. *[If required under BDS ITB 47.1, the successful Bidder shall provide additional information on beneficial ownership, using the Beneficial Ownership Disclosure Form.]*

FORM ELI 5.1.2- BIDDER'S JV MEMBERS INFORMATION FORM

*[The Bidder shall fill in this Form in accordance with the instructions indicated below.
The following table shall be filled in for the Bidder and for each member of a Joint Venture].*

Date: *[insert date (as day, month and year) of Bid submission]*

RFB No.: CERC/LK/ICTA/225552/ GO/RFB

Alternative No.: ***not applicable***

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1. Bidder's Name: <i>[insert Bidder's legal name]</i>
2. Bidder's JV Member's name: <i>[insert JV's Member legal name]</i>
3. Bidder's JV Member's country of registration: <i>[insert JV's Member country of registration]</i>
4. Bidder's JV Member's year of registration: <i>[insert JV's Member year of registration]</i>
5. Bidder's JV Member's legal address in country of registration: <i>[insert JV's Member legal address in country of registration]</i>
6. Bidder's JV Member's authorized representative information Name: <i>[insert name of JV's Member authorized representative]</i> Address: <i>[insert address of JV's Member authorized representative]</i> Telephone/Fax numbers: <i>[insert telephone/fax numbers of JV's Member authorized representative]</i> Email Address: <i>[insert email address of JV's Member authorized representative]</i>

7. Attached are copies of original documents of *[check the box(es) of the attached original documents]*
- ☐ Articles of Incorporation (or equivalent documents of constitution or association), and/or registration documents of the legal entity named above, in accordance with ITB 4.4.
 - ☐ In case of a state-owned enterprise or institution, documents establishing legal and financial autonomy, operation in accordance with commercial law, and they are not under the supervision of the Purchaser in accordance with ITB 4.6.
8. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership. *[If required under BDS ITB 47.1, the successful Bidder shall provide additional information on beneficial ownership for each JV member using the Beneficial Ownership Disclosure Form.]*

FORM CON – 2- HISTORICAL CONTRACT NON-PERFORMANCE, PENDING LITIGATION AND LITIGATION HISTORY

In case a prequalification process was conducted this form should be used only if the information submitted at the time of prequalification requires updating

Bidder's Legal Name: *[insert Bidder's Legal Name]*

Date: _____ *[insert date]*

JV member Legal Name: *[insert JV Member Legal Name]*

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Non-Performed Contracts in accordance with Section III, Evaluation and Qualification Criteria			
<input type="checkbox"/> Contract non-performance did not occur since 1 st January <i>[insert year]</i> specified in Section III, Evaluation and Qualification Criteria, Sub-Factor 5.2.1.			
<input type="checkbox"/> Contract(s) not performed since 1 st January <i>[insert year]</i> specified in Section III, Evaluation and Qualification Criteria, requirement 5.2.1			
Year	Non-performed portion of contract	Contract Identification	Total Contract Amount (current value, currency, exchange rate and LKR equivalent)
<i>[insert year]</i>	<i>[insert amount and percentage]</i>	Contract Identification: <i>[indicate complete contract name/ number, and any other identification]</i> Name of Employer: <i>[insert full name]</i> Address of Employer: <i>[insert street/city/country]</i> Reason(s) for nonperformance: <i>[indicate main reason(s)]</i>	<i>[insert amount]</i>
Pending Litigation, in accordance with Section III, Evaluation and Qualification Criteria			
<input type="checkbox"/> No pending litigation in accordance with Section III, Evaluation and Qualification Criteria, Sub-Factor 5.2.3.			
<input type="checkbox"/> Pending litigation in accordance with Section III, Evaluation and Qualification Criteria, Sub-Factor 5.2.3 as indicated below.			

Year of dispute	Amount in dispute (currency)	Contract Identification	Total Contract Amount (currency), LKR Equivalent (exchange rate)
<i>[specify year]</i>	<i>[specify amount and currency]</i>	Contract Identification: <i>[insert Contract ID]</i> Name of Employer: <i>[insert Name of Employer]</i> Address of Employer: <i>[insert Address of Employer]</i> Matter in dispute: <i>[describe Matter of dispute]</i> Party who initiated the dispute: <i>[specify Initiator of dispute]</i> Status of dispute: <i>[specify Status of dispute]</i>	<i>[specify total contract amount and currency, LKR equivalent and exchange rate]</i>
<i>[specify year]</i>	<i>[specify amount and currency]</i>	Contract Identification: <i>[insert Contract ID]</i> Name of Employer: <i>[insert Name of Employer]</i> Address of Employer: <i>[insert Address of Employer]</i> Matter in dispute: <i>[describe Matter of dispute]</i> Party who initiated the dispute: <i>[specify Initiator of dispute]</i> Status of dispute: <i>[specify Status of dispute]</i>	<i>[specify total contract amount and currency, LKR equivalent and exchange rate]</i>
Litigation History in accordance with Section III, Evaluation and Qualification Criteria			
<input type="checkbox"/> No Litigation History in accordance with Section III, Evaluation and Qualification Criteria, Sub-Factor 5.2.4. <input type="checkbox"/> Litigation History in accordance with Section III, Evaluation and Qualification Criteria, Sub-Factor 5.2.4 as indicated below.			
Year of award	Outcome as percentage of Net Worth	Contract Identification	Total Contract Amount (currency), LKR Equivalent (exchange rate)
<i>[specify year]</i>	<i>[specify percentage of net worth]</i>	Contract Identification: <i>[insert Contract ID]</i> Name of Employer: <i>[insert Name of Employer]</i> Address of Employer: <i>[insert Address of Employer]</i>	<i>[specify total contract amount and currency, LKR equivalent and exchange rate]</i>

FORM EXP 5.4.1- GENERAL EXPERIENCE

Bidder's Legal Name: *[insert Bidder's Legal Name]*

Date: *[insert Date]*

JV Member Legal Name: *[insert JV Member Legal Name]*

RFB No.: CERC/LK/ICTA/225552/ GO/RFB

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Starting Month / Year	Ending Month / Year	Years *	Contract Identification	Role of Bidder
<i>[insert month / year]</i>	<i>[insert month / year]</i>	<i>[insert number of years]</i>	Contract name: <i>[insert Name of Contract]</i> Brief Description of the Information System performed by the Bidder: <i>[describe Information System]</i> Name of Purchaser: <i>[insert Name of Purchaser]</i> Address: <i>[insert Address of Purchaser]</i>	<i>[describe role of Bidder under the contract]</i>
<i>[insert month / year]</i>	<i>[insert month / year]</i>	<i>[insert number of years]</i>	Contract name: <i>[insert Name of Contract]</i> Brief Description of the Information System performed by the Bidder: <i>[describe Information System]</i> Name of Purchaser: <i>[insert Name of Purchaser]</i> Address: <i>[insert Address of Purchaser]</i>	<i>[describe role of Bidder under the contract]</i>
<i>[insert month / year]</i>	<i>[insert month / year]</i>	<i>[insert number of years]</i>	Contract name: <i>[insert Name of Contract]</i> Brief Description of the Information System performed by the Bidder: <i>[describe Information System]</i> Name of Purchaser: <i>[insert Name of Purchaser]</i> Address: <i>[insert Address of Purchaser]</i>	<i>[describe role of Bidder under the contract]</i>
<i>[insert month / year]</i>	<i>[insert month / year]</i>	<i>[insert number of years]</i>	Contract name: <i>[insert Name of Contract]</i> Brief Description of the Information System performed by the Bidder: <i>[describe Information System]</i> Name of Purchaser: <i>[insert Name of Purchaser]</i> Address: <i>[insert Address of Purchaser]</i>	<i>[describe role of Bidder under the contract]</i>

*List calendar year for years with contracts with at least nine (9) months activity per year starting with the earliest year

FORM EXP – 5.4.2- SPECIFIC EXPERIENCE

Bidder's Legal Name: *[insert Bidder's Legal Name]*

Date: *[insert Date]*

JV Member Legal Name: *[insert JV Member Legal Name]*

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Similar Contract Number: ____ of ____ required.	Information		
Contract Identification	<i>[insert Contract ID]</i>		
Award date	<i>[insert Date of Award]</i>		
Completion date	<i>[insert Date of Completion]</i>		
Role in Contract	<input type="checkbox"/> Prime Supplier	<input type="checkbox"/> Management Contractor	<input type="checkbox"/> Subcontracto r
Total contract amount	<i>[insert contract amount and currency]</i>		<i>[insert contract amount in LKR and exchange rate]</i>
If member in a JV or subcontractor, specify participation of total contract amount	<i>[insert percentage] %</i>	<i>[insert total contract amount and currency]</i>	<i>[insert total contract amount in LKR and exchange rate]</i>
Purchaser's Name:	<i>[insert Purchaser's Name]</i>		
Address:	<i>[insert Purchaser's Address]</i>		
Telephone/fax number:	<i>[insert Purchaser's Telephone / fax number]</i>		
E-mail:	<i>[insert Purchaser's e-mail address]</i>		

FORM EXP – 5.4.2 (CONT.)- SPECIFIC EXPERIENCE (CONT.)

Bidder's Legal Name: *[insert Bidder's Legal Name]*

Date: *[insert Date]*

JV Member Legal Name: *[insert JV Member Legal Name]*

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Similar Contract No. <i>[insert specific number]</i> of <i>[insert total number of contracts]</i> required	Information
Description of the similarity in accordance with Sub-Factor 5.4.2 of Section III:	
Amount	<i>[insert contract amount and currency and LKR equivalent and exchange rate]</i>
Geographical Scope	<i>[describe geographic scope of the users of the information system]</i>
Functional Scope	<i>[describe the functionalities provided by the information system]</i>
Methods/Technology	<i>[describe methodologies and technologies used to implement the information system]</i>
Key Activities	<i>[describe the key activities of the Bidder under the contract]</i>

FORM EXP – 5.4.3- SPECIFIC TECHNICAL EXPERIENCE

Bidder's Legal Name: *[insert Bidder's Legal Name]*

Date: *[insert Date]*

JV Member Legal Name: *[insert JV Member Legal Name]*

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Similar Contract Number: ____ of ____ required.	Information		
Contract Identification	<i>[insert Contract ID]</i>		
Award date	<i>[insert Date of Award]</i>		
Completion date	<i>[insert Date of Completion]</i>		
Role in Contract	<input type="checkbox"/> Prime Supplier	<input type="checkbox"/> Management Contractor	<input type="checkbox"/> Subcontracto r
Total contract amount	<i>[insert contract amount and currency]</i>		<i>[insert contract amount in LKR and exchange rate]</i>
If member in a JV or subcontractor, specify participation of total contract amount	<i>[insert percentage]</i> %	<i>[insert total contract amount and currency]</i>	<i>[insert total contract amount in LKR and exchange rate]</i>
Purchaser's Name:	<i>[insert Purchaser's Name]</i>		
Address:	<i>[insert Purchaser's Address]</i>		
Telephone/fax number:	<i>[insert Purchaser's Telephone / fax number]</i>		
E-mail:	<i>[insert Purchaser's e-mail address]</i>		

FORM EXP – 5.4.3 (CONT.)- SPECIFIC TECHNICAL EXPERIENCE (CONT.)

Bidder's Legal Name: *[insert Bidder's Legal Name]*

Date: *[insert Date]*

JV Member Legal Name: *[insert JV Member Legal Name]*

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Similar Contract No. <i>[insert specific number]</i> of <i>[insert total number of contracts]</i> required	Information
Description of the similarity in accordance with Sub-Factor 5.4.3 of Section III:	
Amount	<i>[insert contract amount and currency and LKR equivalent and exchange rate]</i>
Total Number of E-Mail accounts	<i>[indicate the number of E-Mail implemented in the contract]</i>
Details of the solution (OEM, product, version)	<i>[indicate the details]</i>

FORM CCC- SUMMARY SHEET: CURRENT CONTRACT COMMITMENTS / WORK IN PROGRESS

[Bidders and each partner to an Joint Venture bid should provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued.]

Bidder's Legal Name: *[insert **Bidder's Legal Name**]*

Date: *[insert **Date**]*

JV Member Legal Name: *[insert **JV Member Legal Name**]*

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Name of contract	Purchaser, contact address/tel./fax	Value of outstanding Information System (current LKR equivalent)	Estimated completion date	Average monthly invoicing over last six months (LKR equivalent/month)
1. <i>[insert Name of Contract]</i>	<i>[insert Name of Purchaser, contact address, telephone / fax number]</i>	<i>[insert Total Outstanding Contract Value of the information system in LKR equivalent and exchange rate]</i>	<i>[insert Estimated completion date]</i>	<i>[insert Average monthly invoices in LKR equivalent and exchange rate]</i>
2. <i>[insert Name of Contract]</i>	<i>[insert Name of Purchaser, contact address, telephone / fax number]</i>	<i>[insert Total Outstanding Contract Value of the information system in LKR equivalent and exchange rate]</i>	<i>[insert Estimated completion date]</i>	<i>[insert Average monthly invoices in LKR equivalent and exchange rate]</i>
3. <i>[insert Name of Contract]</i>	<i>[insert Name of Purchaser, contact address, telephone / fax number]</i>	<i>[insert Total Outstanding Contract Value of the information system in LKR equivalent and exchange rate]</i>	<i>[insert Estimated completion date]</i>	<i>[insert Average monthly invoices in LKR equivalent and exchange rate]</i>
...				

FORM FIN – 5.3.1- FINANCIAL SITUATION: HISTORICAL FINANCIAL PERFORMANCE

To be completed by the Bidder and, if JV, by each member

Bidder's Legal Name: *[insert Bidder's Legal Name]*

Date: *[insert Date]*

JV Member Legal Name: *[insert JV Member Legal Name]*

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Financial information in LKR equivalent	Historic information for previous <i>[insert number]</i> years (LKR equivalent in 000s)						
	Year 1	Year 2	Year 3	Year ...	Year n	Avg.	Avg. Ratio
Information from Balance Sheet							
Total Assets (TA)							
Total Liabilities (TL)							
Net Worth (NW)							
Current Assets (CA)							
Current Liabilities (CL)							
Information from Income Statement							
Total Revenue (TR)							
Profits Before Taxes (PBT)							

Attached are copies of financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following conditions:

- (a) Must reflect the financial situation of the Bidder or member to a JV, and not sister or parent companies
- (b) Historic financial statements must be audited by a certified accountant
- (c) Historic financial statements must be complete, including all notes to the financial statements

- (d) Historic financial statements must correspond to accounting periods already completed and audited (no statements for partial periods shall be requested or accepted)

FORM FIN – 5.3.2- AVERAGE ANNUAL TURNOVER

[To be completed by the Bidder and, if JV, by each member]

Bidder's Legal Name: *[insert Bidder's Legal Name]*

Date: *[insert Date]*

JV Member Legal Name: *[insert JV Member Legal Name]*

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Annual turnover data (applicable activities only)		
Year	Amount and Currency	LKR equivalent
<i>2019-2020</i>	<i>[insert amount and currency]</i>	<i>[insert amount in LKR equivalent and exchange rate]</i>
<i>2018-2019</i>	<i>[insert amount and currency]</i>	<i>[insert amount in LKR equivalent and exchange rate]</i>
<i>2017-2018</i>	<i>[insert amount and currency]</i>	<i>[insert amount in LKR equivalent and exchange rate]</i>
*Average Annual Turnover	<i>[insert amount and currency]</i>	<i>[insert amount in LKR equivalent and exchange rate]</i>

*Average annual turnover calculated as total certified payments received for work in progress or completed, divided by the number of years specified in Section III, Evaluation and Qualification Criteria, Sub-Factor 5.3.2.

FORM FIN 5.3.3- FINANCIAL RESOURCES

To be completed by the Bidder and, if JV, by each member

Bidder's Legal Name: *[insert Bidder's Legal Name]*

Date: *[insert Date]*

JV Member Legal Name: *[insert JV Member Legal Name]*

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Specify proposed sources of financing, such as liquid assets, unencumbered real assets, lines of credit, and other financial means, net of current commitments, available to meet the total cash flow demands of the subject contract or contracts as indicated in Section III, Evaluation and Qualification Criteria

Source of financing	Amount (LKR equivalent)
1. <i>[describe type and source of available financing]</i>	<i>[insert amount of available financing in LKR equivalent and exchange rate]</i>
2. <i>[describe type and source of available financing]</i>	<i>[insert amount of available financing in LKR equivalent and exchange rate]</i>
3. <i>[describe type and source of available financing]</i>	<i>[insert amount of available financing in LKR equivalent and exchange rate]</i>
4. <i>[describe type and source of available financing]</i>	<i>[insert amount of available financing in LKR equivalent and exchange rate]</i>

FORM TECH 01: SOLUTION PROPOSED BY THE BIDDER

[As indicated in the Section III. Evaluation and Qualification Criteria, the technical evaluation criteria for bids with marks assigned for each category are as follows: Bidder shall demonstrate and provide all information regarding to the following criteria in the Bids.]

S.N	Evaluation Criteria	Marks
1	Solution proposed	60 Marks
1.1	Product features	40
1.2	Solution architecture and design	20

FORM TECH 02: ORGANIZATION

[As indicated in the Section III. Evaluation and Qualification Criteria, the technical evaluation criteria for bids with marks assigned for each category are as follows: Bidder shall demonstrate and provide all information regarding to the following criteria in the Bids.]

S.N	Evaluation Criteria	Marks
2	Organization	10 Marks
2.1	Credentials of the bidder 's prior project experience with similar size and nature by the bidder with proposed email solution	10

FORM TECH 03: STRENGTHS OF PROPOSED TEAM

[As indicated in the Section III. Evaluation and Qualification Criteria, the technical evaluation criteria for bids with marks assigned for each category are as follows: Bidder shall demonstrate and provide all information regarding to the following criteria in the Bids.]

S.N	Evaluation Criteria	Marks
3	Strengths of Proposed Team	15 Marks
3.1	Product certified experts	10
3.2	Other team members	5

FORM TECH 04: APPROACH, METHODOLOGY AND PROJECT PLAN

[As indicated in the Section III. Evaluation and Qualification Criteria, the technical evaluation criteria for bids with marks assigned for each category are as follows: Bidder shall demonstrate and provide all information regarding to the following criteria in the Bids.]

S.N	Evaluation Criteria	Marks
4	Approach, Methodology and Project Plan	15 Marks
4.1	Proposed project plan, approach and methodology for preparation, installation, implementation, go-live and operations and maintenance covering all the applicable areas	15

PERSONNEL CAPABILITIES- KEY PERSONNEL

To be completed by the Bidder and, if JV, by each member

Bidder's Legal Name: *[insert Bidder's Legal Name]*

Date: *[insert Date]*

JV Member Legal Name: *[insert JV Member Legal Name]*

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Bidders should provide the names and details of the suitably qualified Personnel to perform the Contract. The data on their experience should be supplied using the Form PER-2 below for each candidate.

Key Personnel

1.	Title of position: <i>[insert Title of position / role in team]</i>	
	Name of candidate: <i>[insert Name of Candidate]</i>	
	Duration of appointment:	<i>[insert the whole period (start and end dates) for which this position will be engaged]</i>
	Time commitment: for this position:	<i>[insert the number of days/week/months/ that has been scheduled for this position]</i>
	Expected time schedule for this position:	<i>[insert the expected time schedule for this position (e.g. attach high level Gantt chart)]</i>
2.	Title of position: <i>[insert Title of position / role in team]</i>	
	Name of candidate: <i>[insert Name of Candidate]</i>	
	Duration of appointment:	<i>[insert the whole period (start and end dates) for which this position will be engaged]</i>
	Time commitment: for this position:	<i>[insert the number of days/week/months/ that has been scheduled for this position]</i>
	Expected time schedule for this position:	<i>[insert the expected time schedule for this position (e.g. attach high level Gantt chart)]</i>

3.	Title of position: <i>[insert Title of position / role in team]</i>	
	Name of candidate: <i>[insert Name of Candidate]</i>	
	Duration of appointment:	<i>[insert the whole period (start and end dates) for which this position will be engaged]</i>
	Time commitment: for this position:	<i>[insert the number of days/week/months/ that has been scheduled for this position]</i>
	Expected time schedule for this position:	<i>[insert the expected time schedule for this position (e.g. attach high level Gantt chart)]</i>

Candidate Summary

To be completed by the Bidder and, if JV, by each member

Bidder's Legal Name: *[insert Bidder's Legal Name]*

Date: *[insert Date]*

JV Member Legal Name: *[insert JV Member Legal Name]*

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Position; <i>[insert Title of Position]</i>		Prime <input type="checkbox"/> Alternate
Candidate information	Name of candidate <i>[insert Name Candidate]</i>	Date of birth <i>[insert Date of Birth]</i>
Professional qualifications <i>[describe Professional qualifications]</i>		
Present employment	Name of Employer <i>[insert Name of Present Employer]</i>	
Address of Employer <i>[insert Address of Present Employer]</i>		
Telephone <i>[insert Telephone of Contact]</i>		Contact (manager / personnel officer) <i>[insert Name]</i>
Fax <i>[insert fax of Contact]</i>		email <i>[insert email of Contact]</i>
Job title of candidate <i>[insert Job Title Candidate]</i>		Years with present Employer <i>[insert Number of years]</i>

Summarize professional experience over the last twenty years, in reverse chronological order. Indicate particular technical and managerial experience relevant to the project.

From	To	Company/Project/ Position/Relevant technical and management experience
<i>[insert year]</i>	<i>[insert year]</i>	<i>[describe experience relevant to the proposed Contract under the is RFB]</i>
<i>[insert year]</i>	<i>[insert year]</i>	<i>[describe experience relevant to the proposed Contract under the is RFB]</i>
<i>[insert year]</i>	<i>[insert year]</i>	<i>[describe experience relevant to the proposed Contract under the is RFB]</i>
<i>[insert year]</i>	<i>[insert year]</i>	<i>[describe experience relevant to the proposed Contract under the is RFB]</i>

CODE OF CONDUCT FOR SUPPLIER'S AND SUBCONTRACTORS' PERSONNEL FORM

Note to the Bidder:

The minimum content of the Code of Conduct form as set out by the Purchaser shall not be substantially modified. However, the Bidder may add requirements as appropriate, including to take into account Contract-specific issues/risks.

The Bidder shall initial and submit the Code of Conduct form as part of its bid.

CODE OF CONDUCT FOR SUPPLIER'S AND SUBCONTRACTOR'S PERSONNEL

We are the Supplier, *[enter name of Supplier]*. We have signed a contract with *[enter name of Purchaser]* for *[enter description of the Information System]*. The Information System will be supplied to and installed at *[enter the Project Site/s]*. Our contract requires us to implement measures to address environmental and social risks.

This Code of Conduct identifies the behavior that we require from our personnel and Subcontractors' personnel employed in the execution of the Contract at the Project Site/s.

Our workplace is an environment where unsafe, offensive, abusive or violent behavior will not be tolerated and where all persons should feel comfortable raising issues or concerns without fear of retaliation.

REQUIRED CONDUCT

Suppliers and Subcontractors' personnel employed in the execution of the Contract at the Project Site/s shall:

1. carry out his/her duties competently and diligently;
2. comply with this Code of Conduct and all applicable laws, regulations and other requirements, including requirements to protect the health, safety and well-being of other Supplier's and Subcontractor's personnel and any other person;
3. maintain a safe working environment including by:
 - a. ensuring that workplaces, machinery, equipment and processes under each person's control are safe and without risk to health;
 - b. wearing required personal protective equipment;

- c. using appropriate measures relating to chemical, physical and biological substances and agents; and
 - d. Following applicable emergency operating procedures.
4. report work situations that he/she believes are not safe or healthy and remove himself/herself from a work situation which he/she reasonably believes presents an imminent and serious danger to his/her life or health;
 5. treat other people with respect, and not discriminate against specific groups such as women, people with disabilities, migrant workers or children;
 6. not engage in any form of sexual harassment including unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature with other Supplier's or Subcontractors' or Purchaser's personnel;
 7. not engage in Sexual Exploitation, which means any actual or attempted abuse of position of vulnerability, differential power or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another;
 8. not engage in Sexual Abuse, which means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions;
 9. not engage in any form of sexual activity with individuals under the age of 18, except in case of pre-existing marriage;
 10. complete relevant training courses that will be provided related to the environmental and social aspects of the Contract, including on health and safety matters, and Sexual Exploitation and Abuse, and Sexual Harassment (SH);
 11. report violations of this Code of Conduct; and
 12. not retaliate against any person who reports violations of this Code of Conduct, whether to us or the Purchaser, or who makes use of the grievance mechanism for Supplier's and Subcontractors' personnel or the project's Grievance Redress Mechanism.

RAISING CONCERNS

If any person observes behavior that he/she believes may represent a violation of this Code of Conduct, or that otherwise concerns him/her, he/she should raise the issue promptly. This can be done in either of the following ways:

1. Contact [*enter name of the Supplier's Social Expert with relevant experience in handling sexual exploitation, sexual abuse and sexual harassment cases, or if such person is not required under the Contract, another individual designated by the Supplier to handle these matters*] in writing at this address [] or by telephone at [] or in person at []; or
2. Call [] to reach the Supplier's hotline (*if any*) and leave a message.

The person's identity will be kept confidential, unless reporting of allegations is mandated by the country law. Anonymous complaints or allegations may also be submitted and will be given all due and appropriate consideration. We take seriously all reports of possible misconduct and will investigate and take appropriate action. We will provide warm referrals to service providers that may help support the person who experienced the alleged incident, as appropriate.

There will be no retaliation against any person who raises a concern in good faith about any behavior prohibited by this Code of Conduct. Such retaliation would be a violation of this Code of Conduct.

CONSEQUENCES OF VIOLATING THE CODE OF CONDUCT

Any violation of this Code of Conduct by the Supplier's or Subcontractors' personnel may result in serious consequences, up to and including termination and possible referral to legal authorities.

FOR Supplier's or Subcontractors' PERSONNEL:

I have received a copy of this Code of Conduct written in a language that I comprehend. I understand that if I have any questions about this Code of Conduct, I can contact [*enter name of Supplier's contact person(s) with relevant experience*] requesting an explanation.

Name of Supplier's or Subcontractor's personnel: [*insert name*]

Signature: _____

Date: (day month year): [*insert date*]

Countersignature of authorized representative of the Supplier:

Signature: _____

Date: (day month year): [*insert date*]

ATTACHMENT 1: Behaviors constituting SEA and behaviors constituting SH

ATTACHMENT 1 TO THE CODE OF CONDUCT FORM

BEHAVIORS CONSTITUTING SEXUAL EXPLOITATION AND ABUSE (SEA) AND BEHAVIORS CONSTITUTING SEXUAL HARASSMENT (SH)

The following non-exhaustive list is intended to illustrate types of prohibited behaviors.

(1) **Examples of sexual exploitation and abuse** include, but are not limited to:

- A Supplier's or Subcontractor's personnel tells a member of the community that he/she can get them jobs related to the project site in exchange for sex.
- A Supplier's or Subcontractor's personnel rapes, or otherwise sexually assaults a member of the community.
- A Supplier's or Subcontractor's personnel denies a person access to the Project Site/s unless he/she performs a sexual favor.
- A Supplier's or Subcontractor's personnel tells a person applying for employment under the Contract that he/she will only hire him/her if he/she has sex with him/her.

(2) **Examples of sexual harassment in a work context**

- A Supplier's or Subcontractor's personnel comment on the appearance of another Supplier's or Subcontractor's personnel (either positive or negative) and sexual desirability.
- When a Supplier's or Subcontractor's personnel complains about comments made by another Supplier's or Subcontractor's personnel on his/her appearance, the other Supplier's or Subcontractor's personnel comment that he/she is "asking for it" because of how he/she dresses.
- Unwelcome touching of a Supplier's or Subcontractor's personnel or Purchaser's personnel by another Supplier's or Subcontractor's personnel.
- A Supplier's or Subcontractor's personnel tells another Supplier's or Subcontractor's personnel that he/she will get him/her a salary raise, or promotion if he/she sends him/her naked photographs of himself/herself.

TECHNICAL CAPABILITIES

[Note: To be completed by the Bidder and, if JV, by each member]

Bidder's Legal Name: *[insert **Bidder's Legal Name**]*

Date: *[insert **Date**]*

JV Member Legal Name: *[insert **JV Member Legal Name**]*

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The Bidder shall provide adequate information to demonstrate clearly that it has the technical capability to meet the requirements for the Information System. The Bidder should summarize important certifications, proprietary methodologies, and/or specialized technologies that the Bidder proposes to utilize in the execution of the Contract or Contracts.

MANUFACTURER’S AUTHORIZATION

[Note: This authorization should be written on the letterhead of the Manufacturer and be signed by a person with the proper authority to sign documents that are binding on the Manufacturer.]

Invitation for Bids Title and No.: **Procurement of Supply, Installation & Configurations of Government wide E-Mail Service and Collaborative Tools (CERC/LK/ICTA/225552/ GO/RFB)**

To: Chairman
Information and Communication Technology Agency of Sri Lanka (ICTA),
160/24, 2nd Floor, Kirimandala Mawatha, Colombo 05

WHEREAS *[insert: Name of Manufacturer]* who are official producers of *[insert: items of supply by Manufacturer]* and having production facilities at *[insert: address of Manufacturer]* do hereby authorize *[insert: name of Bidder or Joint Venture]* located at *[insert: address of Bidder or Joint Venture]* (hereinafter, the “Bidder”) to submit a bid and subsequently negotiate and sign a Contract with you for resale of the following Products produced by us:

We hereby confirm that, in case the bidding results in a Contract between you and the Bidder, the above-listed products will come with our full standard warranty.

Name *[insert: Name of Officer]* in the capacity of *[insert: Title of Officer]*

Signed _____

Duly authorized to sign the authorization for and on behalf of: *[insert: Name of Manufacturer]*

Dated this *[insert: ordinal]* day of *[insert: month]*, *[insert: year]*.

[add Corporate Seal (where appropriate)]

SUBCONTRACTOR'S AGREEMENT

Note: This agreement should be written on the letterhead of the Subcontractor and be signed by a person with the proper authority to sign documents that are binding on the Subcontractor.

Invitation for Bids Title and No.: **Procurement of Supply, Installation & Configurations of Government wide E-Mail Service and Collaborative Tools (CERC/LK/ICTA/225552/ GO/RFB)**

To: Chairman
Information and Communication Technology Agency of Sri Lanka (ICTA),
160/24, 2nd Floor, Kirimandala Mawatha, Colombo 05

WHEREAS [*insert: Name of Subcontractor*], having head offices at [*insert: address of Subcontractor*], have been informed by [*insert: name of Bidder or Joint Venture*] located at [*insert: address of Bidder or Joint Venture*] (hereinafter, the “Bidder”) that it will submit a bid in which [*insert: Name of Subcontractor*] will provide [*insert: items of supply or services provided by the Subcontractor*]. We hereby commit to provide the above named items, in the instance that the Bidder is awarded the Contract.

Name [*insert: Name of Officer*] in the capacity of [*insert: Title of Officer*]

Signed _____

Duly authorized to sign the authorization for and on behalf of: [*insert: Name of Subcontractor*]

Dated this [*insert: ordinal*] day of [*insert: month*], [*insert: year*].

[add Corporate Seal (where appropriate)]

List of Proposed Subcontractors

	Item	Proposed Subcontractor	Place of Registration & Qualifications

INTELLECTUAL PROPERTY FORMS

Notes to Bidders on working with the Intellectual Property Forms

In accordance with ITB 11.1(j), Bidders must submit, as part of their bids, lists of all the Software included in the bid assigned to one of the following categories: (a) System, General-Purpose, or Application Software; (b) Standard or Custom Software; (c) Proprietary or Open Source. Bidders must also submit a list of all Custom Materials. These categorizations are needed to support the Intellectual Property in the GCC and SCC. The Bidder must also include the text of the software licenses for the software titles proposed.

Software List

	(select one per title)			(select one per title)		(select one per title)	
Title	System	General-Purpose	Application	Standard	Custom	Proprietary	Open Source
[insert Title]							
[insert Title]							
[insert Title]							
[insert Title]							
[insert Title]							
[insert Title]							

Attachments: Proposed Software Licenses

List of Custom Materials

Custom Materials
<i>[insert Title and description]</i>
<i>[insert Title and description]</i>
<i>[insert Title and description]</i>
<i>[insert Title and description]</i>
<i>[insert Title and description]</i>

CONFORMANCE OF INFORMATION SYSTEM MATERIALS

Format of the Technical Bid

In accordance with ITB 16.2, the documentary evidence of conformity of the Information System to the bidding documents includes (but is not restricted to):

- (a). The Bidder's Preliminary Project Plan, including, but not restricted, to the topics specified in the BDS ITB 16.2. The Preliminary Project Plan should also state the Bidder's assessment of the major responsibilities of the Purchaser and any other involved third parties in System supply and installation, as well as the Bidder's proposed means for coordinating activities by each of the involved parties to avoid delays or interference.
- (b). A written confirmation by the Bidder that, if awarded the Contract, it shall accept responsibility for successful integration and interoperability of all the proposed Information Technologies included in the System, as further specified in the Technical Requirements.
- (c). Item-by-Item Commentary on the Technical Requirements demonstrating the substantial responsiveness of the overall design of the System and the individual Information Technologies, Goods, and Services offered to those Technical Requirements.

In demonstrating the responsiveness of its bid, the Bidder must use the Technical Responsiveness Checklist (Format). Failure to do so increases significantly the risk that the Bidder's Technical Bid will be declared technically non-responsive. Among other things, the checklist should contain explicit cross-references to the relevant pages in supporting materials included the Bidder's Technical Bid.

Note: The Technical Requirements are voiced as requirements of the *Supplier* and/or the *System*. The Bidder's response must provide clear evidence for the evaluation team to assess the credibility of the response. A response of "yes" or "will do" is unlikely to convey the credibility of the response. The Bidder should indicate *that* – and to the greatest extent practical – *how* the Bidder would comply with the requirements if awarded the contract. Whenever the technical requirements relate to feature(s) of existing products (e.g., hardware or software), the features should be described and the relevant product literature referenced. When the technical requirements relate to professional services (e.g., analysis, configuration, integration, training, etc.) some effort should be expended to describe how they would be rendered – not just a commitment to perform the [cut-and-paste] requirement. Whenever a technical requirement is for the Supplier to provide certifications (e.g., ISO 9001), copies of these certifications must be included in the Technical Bid.

Note: The Manufacturer's Authorizations (and any Subcontractor Agreements) are to be included in Attachment 2 (Bidder Qualifications), in accordance with and ITB 15.

Note: As a matter of practice, the contract cannot be awarded to a Bidder whose Technical Bid deviates (materially) from the Technical Requirements – *on any Technical Requirement*. Such deviations include omissions (e.g., non-responses) and responses that do not meet or exceed the requirement. Extreme care must be exercised in the preparation and presentation of the responses to all the Technical Requirements.

- (d). Supporting materials to underpin the Item-by-item Commentary on the Technical Requirements (e.g., product literature, white-papers, narrative descriptions of technical approaches to be employed, etc.). In the interest of timely bid evaluation and contract award, Bidders are encouraged not to overload the supporting materials with documents that do not directly address the Purchaser's requirements.
- (e). Any separate and enforceable contract(s) for Recurrent Cost items which the BDS ITB 17.2 required Bidders to bid.

Note: To facilitate bid evaluation and contract award, Bidders encouraged to provide electronic copies of their Technical Bid – preferably in a format that the evaluation team can extract text from to facilitate the bid clarification process and to facilitate the preparation of the Bid Evaluation Report.

Technical Responsiveness Checklist

Order in Bid	Document Number and Information Required	Check Y/N	Page No.
1	Letter of Bid		
2	PRICE SCHEDULE FORMS		
3	FORM ELI 5.1.1- BIDDER INFORMATION FORM		
4	FORM ELI 5.1.2- BIDDER'S JV MEMBERS INFORMATION FORM		
5	FORM CON – 2- HISTORICAL CONTRACT NON-PERFORMANCE, PENDING LITIGATION AND LITIGATION HISTORY		
6	FORM EXP 5.4.1- GENERAL EXPERIENCE		
7	FORM EXP – 5.4.2- SPECIFIC EXPERIENCE		
8	FORM EXP – 5.4.3- SPECIFIC TECHNICAL EXPERIENCE		
9	FORM CCC- SUMMARY SHEET: CURRENT CONTRACT COMMITMENTS / WORK IN PROGRESS		
10	FORM FIN – 5.3.1- FINANCIAL SITUATION: HISTORICAL FINANCIAL PERFORMANCE		
11	FORM FIN – 5.3.2- AVERAGE ANNUAL TURNOVER		
12	FORM FIN 5.3.3- FINANCIAL RESOURCES		
13	FORM TECH 01: SOLUTION PROPOSED BY THE BIDDER		
14	FORM TECH 02: STRENGTHS OF PROPOSED TEAM		
15	FORM TECH 03: APPROACH, METHODOLOGY AND PROJECT PLAN		
16	PERSONNEL CAPABILITIES- KEY PERSONNEL		
17	CODE OF CONDUCT FOR SUPPLIER'S AND SUBCONTRACTORS' PERSONNEL FORM		
18	TECHNICAL CAPABILITIES		
19	MANUFACTURER'S AUTHORIZATION		
20	SUBCONTRACTOR'S AGREEMENT		
21	INTELLECTUAL PROPERTY FORMS		
22	CONFORMANCE OF INFORMATION SYSTEM MATERIALS		
23	FORM OF BID SECURITY (BANK GUARANTEE)		
24	Section VI : 1.6 Minimum Performance Compliances of the email and collaboration tools solution of		

FORM OF BID SECURITY (BANK GUARANTEE)

[The bank shall fill in this Bank Guarantee Form in accordance with the instructions indicated.]

[Guarantor letterhead or SWIFT identifier code]

Beneficiary: Chairman
Information and Communication Technology Agency of Sri Lanka (ICTA),
160/24, 2nd Floor, Kirimandala Mawatha, Colombo 05

RFB No.: CERC/LK/ICTA/225552/ GO/RFB

Date: *[Insert date of issue]*

BID GUARANTEE No.: *[Insert guarantee reference number]*

We have been informed that *[insert **name of the Bidder**, which in the case of a joint venture shall be the name of the joint venture (whether legally constituted or prospective) or the names of all members thereof]* (hereinafter called “the Applicant”) has submitted or will submit the Beneficiary its bid (hereinafter called “the Bid”) for the execution of *[insert **Name of Contract**]* under Request for Bids No. *[insert **number**]* (“the RFB”).

Furthermore, we understand that, according to the Beneficiary’s, Bids must be supported by a Bid guarantee.

At the request of the Applicant, we as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of *[insert **amount in figures** ([insert **amount in words**)]* upon receipt by us of the Beneficiary’s complying demand supported by the Beneficiary’s statement, whether in the demand itself or a separate signed document accompanying the demand, stating that either the Applicant:

- (a) has withdrawn its Bid prior to the Bid validity expiry date set forth in the Applicant’s Letter of Bid, or any extended date provided by the Applicant;
or
- (b) having been notified of the acceptance of its Bid by the Beneficiary prior to the expiry date of the Bid validity or any extension thereof provided by the Applicant has failed to: (i) execute the Contract Agreement, if required, or (ii) furnish the performance security, in accordance with the Instructions to Bidders (“ITB”) of the Beneficiary’s bidding document.

This guarantee will expire: (a) if the Applicant is the successful Bidder, upon our receipt of copies of the contract agreement signed by the Applicant and the Performance Security issued to the Beneficiary in relation to such Contract Agreement; or (b) if the Applicant is not the successful Bidder, upon the earlier of (i) our receipt of a copy of the Beneficiary’s notification to the Applicant of the results of the Bidding process; or (ii) twenty-eight days after the expiry date of the Bid validity.

Consequently, any demand for payment under this guarantee must be received by us at the office on or before that date.

This guarantee is subject to the Uniform Rules for Demand Guarantees (URDG) 2010 Revision, ICC Publication No. 758.

[signature(s)]

SECTION V - ELIGIBLE COUNTRIES

Eligibility for the Provision of Information System

In reference to ITB 4.8 and ITB 5.1, for the information of the Bidders, at the present time firms and information systems from the following countries are excluded from this bidding process:

Under ITB 4.8(a) and ITB 5.1: *[insert a list of the countries following approval by the Bank to apply the restriction or state “none”]*.

Under ITB 4.8(b) and ITB 5.1: *[insert a list of the countries following approval by the Bank to apply the restriction or state “none”]*

SECTION VI - FRAUD AND CORRUPTION

(Section VI shall not be modified)

1. Purpose

1.1 The Bank's Anti-Corruption Guidelines and this annex apply with respect to procurement under Bank Investment Project Financing operations.

2. Requirements

2.1 The Bank requires that Borrowers (including beneficiaries of Bank financing); bidders (applicants/proposers), consultants, contractors and suppliers; any sub-contractors, sub-consultants, service providers or suppliers; any agents (whether declared or not); and any of their personnel, observe the highest standard of ethics during the procurement process, selection and contract execution of Bank-financed contracts, and refrain from Fraud and Corruption.

2.2 To this end, the Bank:

a. Defines, for the purposes of this provision, the terms set forth below as follows:

- i. "corrupt practice" is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
- ii. "fraudulent practice" is any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain financial or other benefit or to avoid an obligation;
- iii. "collusive practice" is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
- iv. "coercive practice" is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
- v. "obstructive practice" is:
 - (a) deliberately destroying, falsifying, altering, or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede a Bank investigation into allegations of a corrupt, fraudulent, coercive, or collusive practice; and/or threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or
 - (b) acts intended to materially impede the exercise of the Bank's inspection and audit rights provided for under paragraph 2.2 e. below.

b. Rejects a proposal for award if the Bank determines that the firm or individual recommended for award, any of its personnel, or its agents, or its sub-consultants, sub-

contractors, service providers, suppliers and/ or their employees, has, directly or indirectly, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question;

- c. In addition to the legal remedies set out in the relevant Legal Agreement, may take other appropriate actions, including declaring misprocurement, if the Bank determines at any time that representatives of the Borrower or of a recipient of any part of the proceeds of the loan engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices during the procurement process, selection and/or execution of the contract in question, without the Borrower having taken timely and appropriate action satisfactory to the Bank to address such practices when they occur, including by failing to inform the Bank in a timely manner at the time they knew of the practices;
- d. Pursuant to the Bank's Anti-Corruption Guidelines, and in accordance with the Bank's prevailing sanctions policies and procedures, may sanction a firm or individual, either indefinitely or for a stated period of time, including by publicly declaring such firm or individual ineligible (i) to be awarded or otherwise benefit from a Bank-financed contract, financially or in any other manner;¹ (ii) to be a nominated² sub-contractor, consultant, manufacturer or supplier, or service provider of an otherwise eligible firm being awarded a Bank-financed contract; and (iii) to receive the proceeds of any loan made by the Bank or otherwise to participate further in the preparation or implementation of any Bank-financed project;
- e. Requires that a clause be included in bidding/request for proposals documents and in contracts financed by a Bank loan, requiring (i) bidders (applicants/proposers), consultants, contractors, and suppliers, and their sub-contractors, sub-consultants, service providers, suppliers, agents personnel, permit the Bank to inspect³ all accounts, records and other documents relating to the procurement process, selection and/or contract execution, and to have them audited by auditors appointed by the Bank.

¹ For the avoidance of doubt, a sanctioned party's ineligibility to be awarded a contract shall include, without limitation, (i) applying for pre-qualification, expressing interest in a consultancy, and bidding, either directly or as a nominated sub-contractor, nominated consultant, nominated manufacturer or supplier, or nominated service provider, in respect of such contract, and (ii) entering into an addendum or amendment introducing a material modification to any existing contract.

² A nominated sub-contractor, nominated consultant, nominated manufacturer or supplier, or nominated service provider (different names are used depending on the particular bidding document) is one which has been: (i) included by the bidder in its pre-qualification application or bid because it brings specific and critical experience and know-how that allow the bidder to meet the qualification requirements for the particular bid; or (ii) appointed by the Borrower.

³ Inspections in this context usually are investigative (i.e., forensic) in nature. They involve fact-finding activities undertaken by the Bank or persons appointed by the Bank to address specific matters related to investigations/audits, such as evaluating the veracity of an allegation of possible Fraud and Corruption, through the appropriate mechanisms. Such activity includes but is not limited to: accessing and examining a firm's or individual's financial records and information, and making copies thereof as relevant; accessing and examining any other documents, data and information (whether in hard copy or electronic format) deemed relevant for the investigation/audit, and making copies thereof as relevant; interviewing staff and other relevant individuals; performing physical inspections and site visits; and obtaining third party verification of information.

PART 2 – PURCHASER’S REQUIREMENTS

SECTION VII - REQUIREMENTS OF THE INFORMATION SYSTEM

A. ACRONYMS USED IN THE TECHNICAL REQUIREMENTS

0.1 Acronym Table

Note: *Compile a table of organizational and technical acronyms used in the Requirements. This can be done, for example, by extending the following table.*

	Term	Explanation
	LGC	Lanka Government Cloud
	LGN	Lanka Government Network
	GoSL	Government of Sri Lanka
	DLP	Data Loss Prevention
	VC	Video Conferencing
	FAQ	Frequently Asked Questions
	OS	Operating System
	RHEL	Red Hat Enterprise Linux
	IPV4	Internet Proportocol Version 4
	IPV6	Internet Proportocol Version 6
	GB	Gigabyte
	KB	Kilobyte
	MB	Megabyte
	POP3	Post Office Protocol 3
	IMAP	Internet Message Access Protocol
	HTTP	Hyper Text Transfer Protocol
	SMTP	Simple Mail Transfer Protocol
	GDPR	General Data Protection Regulation
	AWS	Amazon Web Services
	LDAPv3	Lightweight Directory Access Protocol

	Term	Explanation
	GUI	Graphical User Interface
	PKI	Public Key Infrastructure
	HTML	Hypertext Markup Language
	MTA	Mail Transfer Agent
	ESMTP	Enhanced Simple Mail Transport Protocol
	SSL	Secure Sockets Layer
	TLS	Transport Layer Security
	S/MIME	Secure/Multipurpose Internet Mail Extensions
	DNS	Domain Name System
	RBL	Real Time Block List
	MTLS	Mutual Transport Layer Security
	HSM	Hardware Security Model
	DMARC	Domain-based Message Authentication, Reporting Conformance
	DKIM	DomainKeys Identified Mail
	HA	High Availability
	RPO	Recovery Point Objective
	RTO	Recovery Time Objective
	DAS	Direct Attached Storage
	SAN	Storage Area Network
	ODF	OpenDocument Format
	SNMP	Simple Network Management Protocol
	OEM	Original Equipment Manufacturer
	SIP	Session Initiation Protocol
	LGII	Lanka Government Information Infrastructure

B. FUNCTIONAL, ARCHITECTURAL AND PERFORMANCE REQUIREMENTS

1.1 Legal and Regulatory Requirements to be met by the email and collaboration tools solution

1.1.1 The proposed email and collaboration solution MUST comply with the following laws and regulations in Sri Lanka:

1. Intellectual Property Act No. 36 of 2003
2. Electronic Transactions Act No. 19 of 2006
3. Computer Crime Act No. 24 of 2007
4. Draft Data Protection Bill** – Published by ICTA from time to time
5. Draft Cyber Security Bill – Published by Ministry of Technology
6. Use of Electronic Documents and Electronic Communication for Official Use (Circular)
7. Use of E-Mail and ICT in general in Government Business (Circular)

*** Privacy of account information will be ensured through a broad range of rights, which will be guaranteed under the "Data Protection" Legislation, which is at the final draft stages. The Legislation is expected to be published as a Bill before June 2021 and enacted as Legislation. The Data Protection principles and the rights of Data Subjects are based on international legal frameworks, which Sri Lankan Drafting Committee has adopted.*

1.2 Business Function Requirements to be met by the email and collaboration tools solution

1.2.1 GoSL has about 500,000 employees with the requirement of using an email and other tools for collaboration in their daily job. Currently few GoSL ministries and departments have invested on email and collaboration solutions which cater only to their ministry or the department. Apart from this smaller population, most of the GoSL employees use their personal email accounts to perform their daily communications. Therefore, requirement for a more comprehensive email and collaboration solution has arisen to achieve more effective communication among GoSL employees as well as GoSL to outside world.

1.2.2 This procurement will focus on the initial 100,000 email users to be on boarded with the solution. Potentially, remaining 400,000 users will get on board gradually. Scope of this procurement is only the first 100,000 email users.

1.2.3 New email solution will establish the following.

- a) Reliable, secured email communication and collaboration tools for the use of all GoSL employees for their internal / external communications
- b) Training sessions for administrators and train the trainers
- c) Establish maintenance and support structure for the email solution.

1.2.4 Scope of the proposed email solution at a higher level as follows.

#	Scope Item	Details
1	Target number of end users	100,000 individual email accounts
2	Mandatory key features of the solution	Email
		Contacts
		Calendar
		External Clients**
		Video Conferencing
		Instant messaging
		Document Collaboration
		Spam Filter
		Data Loss Prevention (DLP)
3	Hosting	On Premise in Lanka Government Cloud (LGC)
4	Connectivity	Through Lanka Government Network (LGN)

1.2.5 Detailed functionality requirement of the proposed email solution is mentioned in the compliance sheet in section 1.6.

1.2.6 Email and collaboration solution should have the capability and provision to integrated with hardware-based video conferencing (VC) solution in the future. Some of the possible commercial VC solutions are as below.

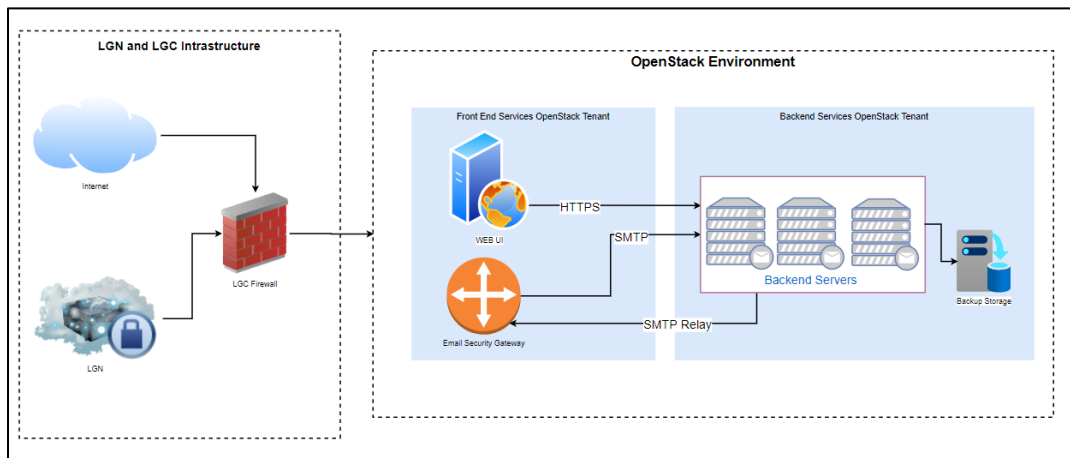
Cisco-Webex, Polycom, Huawei, Avaya

**** External Clients:** *Standard Client Software will enable access of the email service through different devices (computer, mobile, tab, etc...)*

1.3 Architectural Requirements to be met by the email and collaboration tools solution

- 1.3.1 ICTA will be the sole authority to make decisions on the infrastructure setup and provide the required setup to the supplier
- 1.3.2 Proposed solution will be hosted in the Lanka government Cloud (LGC) which resides in the hardware infrastructure at the ICTA Data Center.
- 1.3.3 GoSL organizations have access to the LGC via Lanka Government Network (LGN). Proposed email solution will be accessed by the individual users via LGN.

- 1.3.4 Proposed solution needs to be deployed on existing LGC OpenStack environment where supplier will be given admin access to OpenStack tenants and they can deploy virtual instances, create networks, security groups and cloud storages.
- 1.3.5 Architecture of the proposed solution in LGC is depicted in the below diagram. Please note that this is an indicative illustration only. If there are any changes suggested by the supplier, ICTA will evaluate the same.
- 1.3.6 Backup setup for the proposed solution need to be configured in the extended LGC.



1.4 Systems Administration and Management Functions Required to be met by the email and collaboration tools solution

- 1.4.1 Solution will have a central technical administrative function, central operational function and a decentralized user administrative function.
- 1.4.2 Central administrative functions will be managed by ICTA with a group of software engineers who will do operational and technical support. They will have to attend to any operational or technical matters which will get logged from the user administrators or end users in each GoSL organization.
- 1.4.3 Central support team explained above, need to have access to administrative functions of the solution. Those include dashboards which indicate performance of the solutions, logs, audit trails, backups, schema updates, security policies and configurations.
- 1.4.4 Central support team need to have direct access to the supplier support through email, chat phone for any incident escalations. Further supplier must define an escalation path with names of the people and their contact details to make sure Service Level Agreement (SLA) is met.
- 1.4.5 Central support team will further attend to any user related queries, such as login issues, basic functionalities, 'how to do' queries and any general support. Therefore, they need to have access to operation diagnostic tools, user access management tools, online product support portals and FAQs with answers.

- 1.4.6 De-centralized operational function will happen at each GoSL organization where there are users who have subscribed to the service. This administrator is part of the user community of that organization, but they have above average knowledge on the solution to provide daily functional support for the users. These administrators need to have administrator console where they can do limited user management functionalities such as management of a user life cycle, password reset, browser setups, and client installations.
- 1.4.8 Below is the summary of administrative functionalities expected in the proposed solution.

Admin Level	Personnel / Team	Location	Activities
1	Decentralized operational team	GoSL Organization	management of a user life cycle, password reset, browser setups, and client installations
2	Central operational and technical team	Centrally at ICTA support desk	Login issues, basic functionalities, 'how to do' queries and any general support, performance of the solutions, actions based on logs / audit trails, backups, archival, schema updates, security policies and configurations, system monitoring and reporting, bridge user community and vendor support if required.
3	Supplier technical team	Supplier location	Any technical matter which cannot be resolved by the ICTA central technical team

1.5 Performance Requirements of the email and collaboration tools solution

- 1.5.1 Proposed email solution will cater to the requirements of GoSL employees. Initial 100,000 user will get on boarded with this project. 400,000 more users will get on boarded by 2024. Solution needs to maintain acceptable performance levels throughout this expansion.
- 1.5.2 Solution performance levels will be measured primarily with end user experience. These expected end user experience levels need to be maintained even while the back-end office functionalities such as back up process, archiving process, etc... are getting executed.

#	Measurement – User related	Expected Performance level
1	Time to load the inbox from the application launch	Below 1 second
2	Time to open new email compose screen	Below 1 second
3	Time to send the email and push it outbox from the click of the “send” button	Below 2 seconds
4	Sort the email using any field	Below 3 seconds
5	Search an email using key words	Below 3 seconds
6	Open calendar invitation	Below 1 second
7	Search for an archived email or calendar note	Below 5 seconds

1.5.3 Below are the LGC performance benchmarks.

Parameter	General Performance Tier disk 1 (on 5Gib File) AVG	High Performance Tier (on 8Gib) AVG
Random Read and Write	Read: IOPS=1546, BW=6186MiB/s (6335kB/s)(1826MiB/302300msec) Write: IOPS=1547, BW=6190KiB/s (6339kB/s)(1828MiB/302300msec)	Read: IOPS=25.9k, BW=101MiB/s (106MB/s)(61.2GiB/619084msec) Write: IOPS=25.9k, BW=101MiB/s (106MB/s)(61.2GiB/619084msec)

- 1.5.4 Within the LGC virtual network through put will be up to 10 Gbps. Memory CPU storage can be extended depend on the requirement.
- 1.5.5 Supplier should provide the minimum hardware requirement, network related performance parameters (bandwidth, latency, jitter, packet loss, etc...), and hosting related performance parameters (disk IOPs) to run the solution as per the expectations specified above.
- 1.5.6 Proposed email solution will be installed on the hardware platform provided by ICTA. Therefore, in the event of a performance related incident occurs, there need to be a scientific or a technical tracing mechanism implemented in the solution to clearly segregate the cause of the incident is due to hardware and /or network or anything related the software and its components provided by the supplier.
- 1.5.7 If there are any software components need to be installed or implemented to manage the service performance, those need to be included in the solution and supplier need to clearly explain the use and the behavior of the same.

- 1.5.8 Performance of the solution need to be tested and demonstrated with the automated load testing during the implementation phase of the project.
- a. Solution needs to be load tested and simulated with 20,000 concurrent access with an average of 5 MB email boxes.
 - b. Solution needs to be tested and simulated with a low bandwidth (below 1Mbps) connection to demonstrate if the performance matrix can be met.

1.6 Mandatory/Minimum a Performance Compliances of the email and collaboration tools solution

[The bidder shall fill the column 3 and 4, and must submit with the Bid. Bidder's failure to provide the information requested in the columns 3 and 4 may be a reason for the rejection of the bid. If any discrepancy is observed between the information provided by the bidder in the columns 3 and 4 and the other technical information attached to the bid, the information provided herein shall take precedence.]

1.6.1 Mandatory Performance Compliances of the email and collaboration tools solution

Features stipulated in the 1.6.1 of Section VII - Requirements of the Information System must be met by the bidder with the solution proposed, otherwise, bid will be non-responsive and rejected and will not be considered for the further evaluation.

1	2	3	4
#	Requirements	Compliance (Yes / No)	Reference to the Proposal
1.	Email		
2.	Calendar		
3.	External Client (Webmail)**		
4.	External Client (Mobile)**		
5.	Video Conferencing		
6.	Instant Messaging		
7.	Document Collaboration		
8.	Anti-Spam / Anti-virus / Data Loss Prevention (DLP)		
9.	Administration, Journaling & Auditing		
10.	Archiving		
11.	Directory Services		
12.	Mail Transfer Agent (MTA)		
13.	Disclaimer Facility		
14.	Security		
15.	High Availability and Disaster Recovery		
16.	Monitoring and Reports		
17.	Overall Solution Details		
18.	General Requirements		

*** External Clients: Standard Client Software will enable access of the email service through different devices (computer, mobile, tab, etc...)*

1.6.2 Minimum a Performance Compliances of the email and collaboration tools solution

1	2	3	4
#	Requirements	Compliance (Yes / No)	Reference to the Proposal
1.	Email		
1.1	Proposed solution shall provide maximum of 100,000 mailboxes within this project , with minimum capacity of 2 GB per mailbox with maximum of 500 GB.		
1.2	The solution shall be capable of handling one million emails of 75KB each in size per day as per the performance indicators specified		
1.3	Proposed solution shall have the capability of sorting and searching of emails by sender, date, size, attachment, description etc.		
1.4	Proposed solution shall be capable to send email request using “Mark as Priority”, with “Return Receipt”, “Mark as Confidential” etc.		
1.5	Proposed solution shall support collaboration features such as chat, document sharing, co-authoring, and online editing		
1.6	Proposed solution shall support quota management for users, sub domains and domains		
1.7	Proposed solution shall be able to configure different policies (mailbox sizes, attachment sizes) and delegated user administrator should not be able to change predefined policies.		
1.8	Proposed solution should have ability to create email groups and assign email accounts to them		
1.9	Proposed solution should have automatic detection of service depreciation and self-healing mechanism without admin intervention		
1.10	Proposed solution should have email system troubleshooting mechanism		

1.11	Proposed solution shall be able to support and enable users to connect using the desktop / thick email clients such as MS Outlook, Mozilla Thunder Bird, Apple Mail using industry standard protocols like POP3/IMAP/HTTP/SMTP over normal and secure channels.		
1.12	Proposed solution shall support hosting messaging sub-systems by role such as protocol, message storage, directory database, message routing, etc. on more than one physical /virtual server		
1.13	Proposed solution shall have a trash where users can recover deleted items		
1.14	Proposed solution should have the option for information right management facilities for end users . End users shall be able apply restrictions such as prevent forwarding, editing, printing, saving, message expiration, etc.		
1.15	Proposed solution should have GDPR compliant email policies		
1.16	Proposed solution should support transaction logging database to increase reliability and faster recovery.		
1.17	Proposed solution shall support message archival and journaling		
1.18	Proposed solution shall support recovery or restoration of single email box without impacting / downtime for other users in online and offline mode.		
1.19	Proposed solution shall be able to handle de-duplication of both messages and attachments on both current mail copy and archival storage.		
1.20	Proposed solution shall have ability to delegate email functionality to another staff member including email, appointments, reminder notes, tasks, etc.-Eg: Delegation to secretary with audit trail		
1.21	Proposed solution should be able to configure re-usable mail templates		
1.22	Proposed solution shall be able to provide mechanism to handle adverse situations such as recovery of corrupted email boxes / files.		
1.23	Proposed solution shall provide a mechanism for mail relaying for 3rd party applications.		

1.24	Proposed solution shall be able to configure the backup in a manner where the restoration should be at the granularity of a particular mail.		
1.25	Solution shall be able to tag and apply a notification set by administrator to all the email received from the outside domains (or from the Internet)		
2.	Calendar		
2.1	Calendar interface must allow end users to view one or more person's agenda, choose a meeting time across different domains under this system.		
2.2	Calendar service must provide ability to set access control list that restrict calendar sharing.		
2.3	Calendar service shall natively support calendar and scheduling across different domains under this system, including: <ul style="list-style-type: none"> a. Checking the online availability of intended attendees for a meeting b. Sending of request for meetings c. Accept or reject meeting requests d. Provide conflict management for meetings e. Reply to requests for meeting with a newly proposed time and date f. View free busy status of a group of users in a single window and ability to schedule the meeting with all the users in the windows g. Send reply directly from the calendar note 		
2.4	Calendar interface shall provide options to delegate commonly used tasks like manage schedule, accept / reject appointment calendar on users' behalf.		
2.5	Calendar service shall have centrally configurable shared calendars Eg: Holidays. Should be able to manage domain specifically		
2.6	End user shall be able to view, create, and schedule calendar entries and meetings.		
2.7	Calendar service shall support different views such as Daily, Weekly, Monthly, Calendar List, To-do List.		
2.8	Calendar service should support sharing of calendar between users (with access control features).		

2.9	Calendar service should support booking of meeting rooms and other company resources using shared calendar .		
2.10	Calendar service should support different time zones while creating meeting schedules		
2.11	Calendar service should support tracking of responses from the meeting invitees with information on the number of accepted and rejected responses.		
2.12	Calendar service should support marking appointments as private , so it will not appear when others view someone else's calendar.		
2.13	Calendar service should support access to multiple calendars side by side to make scheduling meetings fast and more convenient.		
2.14	Calendar service should support accessing a group calendar to view simultaneously the free time schedules of 2 or more users or resources		
2.15	Calendar service shall support vCalendar, CalDav, iCalendar standard		
2.16	End users should be able to publish their own and view free/busy time for others over the Internet using iCalendar, vCalendar, CalDav support .		
2.17	Calendar service shall have Interoperability with 3 rd party calendaring systems should include capability to send, accept, decline and automatically track meeting requests and responses over the Internet using iCalendar standard		
2.18	End user should be able to view selected days or series of days apart from default views such as Daily, Weekly, Work-Week, Monthly, Calendar List, to do List.		
2.19	End users should be able to share their calendar information with others , enabling users to view multiple calendars simultaneously in a side-by-side view.		
3.	External Client (Webmail)		
3.1	Proposed solution shall support all popular browsers (Internet Explorer, Chrome, Firefox, Safari, Opera etc...)		

3.2	Proposed solution shall be able to accesses email, contacts, calendar and tasks		
3.3	End user shall be able to change the password through web interface . “Forgot Password” functionality shall provide facility for the user to reset the password.		
3.4	End user should have ability to customize look and feel , color themes, behavior, etc...		
3.5	Proposed solution should have Rich interactive interface with HTTPS		
3.6	Proposed solution should have in built spellings checker on mail / calendar		
3.7	Proposed solution should be able to quick view of attachments on web		
3.8	Proposed solution should have built-in Rich text editor for composing messages with support for color, fonts, attributes, font size, hyperlinks, etc.		
3.9	Proposed solution should provide feature of auto saving of message while composing .		
3.10	Proposed solution should support view emails as conversations		
3.11	Proposed solution shall provide feature to search messages based on: From, To, Cc, Bcc, Subject and body but not limited to these, search in the folders and also advance search capabilities.		
3.12	Proposed solution shall support view of quota details and folder size details		
3.13	Proposed solution shall support attach of another email as an attachment and selection of multiple files as attachments in a single click.		
3.14	Proposed solution shall be able to import / export personal address book entries maintained on the server, through web interface.		
3.15	Proposed solution shall be able to view full message headers and able to expand or collapse the Header Info view.		
3.16	Proposed solution shall be capable to address automatic completion from cache		
3.17	Proposed solution should be capable to create email as HTML and plaintext format		

3.18	Proposed solution shall be capable to create unlimited number of filters or rules based on any field (From, To, Subject, Date, etc....) and move emails to folders automatically.		
3.19	Proposed solution shall have client-side spam control capability : a. Advanced junk mail filtering using keywords and patterns to intelligently determine and block junk mail. Safe lists and Block lists to choose to only receive mails from individuals already setup in address book, from specific email addresses or from designated domains.		
3.20	Proposed solution shall support for drag and drop attachments.		
3.21	Proposed solution should provide ability to preview commonly used file attachments without requiring separate application and downloading the attachment.		
3.22	Proposed solution shall have the ability to compose messages in Sinhala / Tamil Languages and Other International Languages with Unicode support.		
3.23	Proposed solution should have the ability to display banner advertisements in the web mail interface in the browser ; administrators should be able to select the advertisements and display selectively to a group of users or users individually.		
3.24	Proposed solution should have the ability to take the recipient's digital certificate from a central server or from the user's personal address book in case the mail is to be encrypted.		
3.25	Proposed solution shall have ability to automatically update to display messages and other updates (without refreshing the browser or users intervention).		
3.26	Proposed solution shall provide access to email over low bandwidth connections using light weight mode		
3.27	Proposed solution shall be able to do addons and plugins development centrally and open Application Programming Interface (API) to 3 rd party integrations		
4.	External Client (Mobile)		

4.1	The Mobile Access shall have support for accessing mails from iOS, Android, Windows Mobile Enabled Devices.		
4.2	Proposed solution shall provide push / pull technology and shall support Active Sync		
4.3	Proposed solution shall support synchronization of calendar items, contact items, to-do and mail items between mobile devices and the messaging server and client over 3G/4G/Wifi network over the Internet		
4.4	End user should be able to configure “Out Of Office” messages from their mobile devices.		
4.5	End Users should be able to reset passwords from their mobile devices.		
4.6	The Mobile component of the messaging solution shall support the functionality to remotely wipe all data from devices		
4.7	End users shall be able to search the global contacts list from their mobile devices		
4.8	End users shall have the functionality to search through their entire mailbox from their mobile devices.		
4.9	End user shall be able to access shared file storage (which can be attached into emails) through Mobile devices.		
4.10	The web client of the email solution shall be mobile responsive and should support the latest versions of the mobile web browsers		
5.	Video Conferencing		
5.1	Proposed solution shall provide video conferencing facility for all the email users		
5.2	The Proposed video conferencing shall tightly integrate with the proposed email solution. Preference will be given for the solution from same OEM and hosted on premise @ Lanka Government Cloud (LGC)		
5.3	The proposed solution shall have required licenses for video conferencing feature for all the email users and solution shall have desktop client software (compatible for all the major desktop OS) and mobile client software (compatible for Android, Apple IOS latest versions, releases within last two years) for all the users without any additional cost for client licenses. Solution shall support all		

	the major web browser latest versions and releases within last 2 years		
5.4	Solution shall support H.323 and SIP protocols , shall enable to connect from 3 rd party hardware end points, desktop applications, mobile applications		
5.5	Solution should support direct dialing from a local telephone number , meeting participants should be able to dial in telephone local number and should be able join their meeting by dialing unique PIN code generated through the system		
5.6	Proposed VC solution shall be integrated with the proposed email system and to its other sub-components. End users shall be able to schedule meeting through any email client		
5.7	The proposed VC solution shall facilitate 10% of the number of email users at any given point in time as possible number of concurrent meetings and up to 100 participants per meeting		
5.8	The System administrator shall be able to enable and disable video conferencing facility from user, user group, domain users		
5.9	The Proposed VC solution shall have below inbuilt features for moderator and guests: Mute self-audio / video, raise hand option, white board, mute on entry (moderator also shall be able set), hard mute all (moderator feature), create poll, attendance report (moderator feature), lobby feature (moderator feature), password protected meeting rooms (moderator feature), screen sharing, recording (moderator feature), streaming (moderator feature), expel participants (moderator feature)		
6.	Instant Messaging		
6.1	The user authentication shall be from the same Directory Services used with the messaging system		
6.2	Instant messaging service shall provide an ability to chat with contacts with a click of a button.		
6.3	Instant messaging service must provide one-to-one, or group / channel communication		
6.4	Instant messaging service shall have presence awareness of the users.		

6.5	Instant messaging service must provide support for archiving chats .		
6.6	Instant messaging service shall publish and notify the user status .		
6.7	End users shall be able to change their status (online, away, etc...).		
6.8	End users shall be able to chat irrespective of whether they are using a chat client software or the web email client.		
6.9	Instant messaging should support rich text, multimedia content, emoticons, in-line spell checking, and content filtering.		
7.	Document Collaboration		
7.1	Proposed solution shall provide Online Document editing, Document sharing, Brief Case, Shared Drive		
7.2	Proposed solution shall support Online editing of Office documents .doc/x .ppt/x, .xls/x and open document formats (ODF V1.3)		
7.3	Proposed solution shall support group editing in single document		
7.4	Proposed solution should support file version automatically post editing and saving the document		
7.5	Proposed solution shall support to make a document public for anyone to read, or share it with specific people and communities, allow people to edit a document and even share it with others, also change or delete access levels after you share a document.		
7.6	Proposed solution shall enable drafts are always saved automatically , including when suddenly close the document.		
7.7	Proposed solution shall enable to edit a document , to set formatting properties, such as fonts, alignment, and indentation, create a bulleted or numbered list, insert a link, create a header or a footer, use spell-checking and print		
7.8	Proposed solution should support inline preview of documents		
8.	Anti-Spam / Anti-virus / Data Loss Prevention (DLP)		

8.1	Email security gateway shall have comprehensive set of security features that integrates inbound and outbound defenses against latest email threats such as DOS, spam detection, Anti-viruses, Malicious URL blocking, DNS RBL verification, IP Reputation filtering, DLP, anti-spoofing, anti-bot encryptions, Identity theft and Phishing		
8.2	Solution shall have ability to detect virus through signatures and heuristics-based search leveraging minimum anti-malware engines		
8.3	Proposed solution shall have ability to do recursive decomposition at multiple levels to detect malicious content within files without causing performance overheads.		
8.4	Proposed solution shall have ability to detect active content, macros and embedded DLL's in email attachments and sanitize active content and detect malicious information embedded into photos/images		
8.5	Proposed solution shall detect of malicious URL's by doing real time URL look-up and redirect email URLs to inspection service for time of click analysis		
8.6	Proposed solution shall detect SPAM by leveraging multiple techniques and ensure SPAM is accurately detected.		
8.7	Proposed solution shall have ability to detect newsletters like legitimate emails separately from SPAM		
8.8	Proposed solution shall have ability to detect attachment count in emails and restrict attachments more than pre-defined threshold.		
8.9	Proposed solution shall have ability detect and block specific file names and extensions in email attachments		
8.10	Proposed solution shall have ability to restrict inbound and outbound emails by message size		
8.11	Proposed solution shall have ability detect and block encrypted data		
8.12	Proposed solution shall have ability to detect pornographic content and image based SPAM		
8.13	Proposed solution shall have ability to sanitize malicious content embedded through Steganography algorithms in images, Sanitization of active content from attachments, rewrite or sanitize malicious URL's in emails.		

8.14	Proposed solution shall have ability to add disclaimers, specific keywords, xheaders for emails by source email ID, domain, content in email etc.		
8.15	Proposed solution shall have ability to archive specific emails by redirecting mails to specific mailbox, mail server etc.		
8.16	Proposed solution shall have ability to send email notification during policy violations to sender, recipient, domain admin, etc... based on policy.		
8.17	Proposed solution shall have ability block/ quarantine mails which violated policies and release of such emails by sender, domain admin		
8.18	Proposed solution shall have ability to validate Digital signatures and signed email messages and enforce digital signatures for mails sent by specific users		
8.19	Proposed solution shall have ability to automatically bcc emails to a specific ID for specific policy violations		
8.20	Proposed solution shall have ability to validate incoming emails through DKIM, DMARC		
8.21	Proposed solution shall have ability to detect content through pre-defined policy templates and custom regular expressions		
8.22	Proposed solution shall support fingerprinting of files at end user level and perform full and partial match		
8.23	Proposed solution shall have ability to define different thresholds to detect specific PII		
8.24	Proposed solution shall detect specific sections of metadata or entire document data and also any hidden content from files (comments sticky notes etc...)		
8.25	Proposed solution shall have ability to detect classification of attachments and emails and enforce policies.		
8.26	Proposed solution shall support sanitization of content from document properties including document metadata		
8.27	Proposed solution shall enable personal message management for users to look and review suspected malicious or SPAM messages.		
8.28	Proposed solution shall provide options for end users to report SPAM and malicious emails		

9.	Administration, Journaling & Auditing		
9.1	Proposed solution shall have centralized and distributed administration roles in centralized or distributed deployment scenarios		
9.2	End user should be automatically sign off after a predefined session idle (inactivity) time		
9.3	Proposed solution should support customization of look and feel , logo, color, branding per domain / sub domain / organization		
9.4	Proposed solution shall support different admin user levels which can segregate different functions for different user groups or domains (Eg: system admin, user creation, modification, password reset, monitoring etc.)		
9.5	Proposed solution shall be able to filter / block emails at user level and server level based on the various criteria such as (but not limited to) receiver, domain, subject, content, attachment etc.		
9.6	Proposed solution should be able to configure some e-mail accounts to send e-mail only within the domain		
9.7	Proposed solution should be capable to trace entire path in e-mail delivery within the network		
9.8	Proposed solution should support e-mail recalling facility at user level failure of message recall to be notified to the user. Admin must be able to produce an audit trail regarding the recall		
9.9	Proposed solution shall support journaling (both automatic and manual)		
9.10	Proposed solution shall support mailbox auditing for all users , for access, move or delete etc.		
9.11	Proposed solution should support user friendly interface for administrator to view audit logs for track system / delegated privilege admin / user activity		
9.12	Proposed solution shall provide administrators ability to perform queue handling (delete, retry, redirect etc.)		
9.13	Proposed solution shall be capable of scheduling message delivery by date and time both by user and administrator.		
9.14	Proposed solution shall be able to perform bulk user registration / email box creation and modifications through a file import (xml, csv)		

9.15	Proposed solution shall support to maintain different attachments size limitations for different user groups / domains (Ex. Accounts 5MB, Normal Users-2MB, etc.)		
9.16	Proposed solution shall support online addition of additional storage into the system as and when required.		
10.	Archiving		
10.1	Proposed solution shall support the selection of storage media / method for email archive (for example, recent email storage on high-availability and fast disk, and older email or permanently archived email of lower-cost media)		
10.2	Proposed solution shall support deduping and use an S3-compatible (Eg: AWS S3, CEPH, etc...) storage service to store older attachment objects that have not been accessed within a specified number of days		
10.3	Proposed solution shall support archiving policy enforcement based on pre-defined parameters , and it must facilitate with automatic archiving based on policies (time based, user based, etc.)		
10.4	Proposed solution shall support different archival policies for different functions or for different user groups or domains		
10.5	Proposed solution shall have the facility to search and retrieve archived emails and shall enable end-users to search archives which they have been explicitly granted access, or archives corresponding to email boxes to which they have been granted access		
10.6	Proposed solution shall be capable to configure for Government archival retention policies (with the proposed email policy)		
10.7	Proposed solution shall support for archiving of mails at client level . The users should be able to select emails from their In box and archive them or move to the local disk		
10.8	Proposed solution shall support in-place eDiscovery for compliance or legal requirements		
10.9	Proposed solution archives shall be designed and configured in such a way that tamper-proof storage can be guaranteed. Manual deletion or alteration of archived emails must be prevented completely in all cases.		

11.	Directory Services		
11.1	Proposed solution shall support centralized directory service based on LDAPv3 for user profiles		
11.2	Proposed directory system shall be able to use for other government purposes beyond serving email. ICTA shall be able to federate and manage directory service separated from the proposed solution		
11.3	Proposed solution shall provide support for integration / synchronization with other directory servers based on LDAPv3.		
11.4	Proposed solution should support auto-tuning of data like indexing and caching.		
11.5	Proposed solution should have ability to support single sign on feature.		
11.6	Proposed directory system shall provide ability for centralized and distributed architecture		
11.7	Proposed directory system should support for implementing policy-based access control for access of the directory data for every user and also should replicate the same.		
11.8	Proposed directory system shall provide the following authentication methods - Encrypted passwords, Certificates, tls:simple, tls:sasl/cram-MD5, tls:sasl/digest-MD5		
11.9	Proposed directory system shall have password policy management like retry attempts, lockout, min/max length and password history.		
11.10	Proposed directory system should support online administrative operations on the directory data such as backups, schema updates, and configuration.		
11.11	Proposed directory system shall support ability to support and delegate the administrative rights at different levels depending upon the server, users and task level.		
11.12	Proposed directory system shall have a Graphical User Interface (GUI) console and Web Based console for performing the administrative tasks.		
11.13	Proposed directory system should be capable for online import, export, backup and restoration of data.		
11.14	Proposed directory system should support to provide access to the Global Address Book and Personal Address Book		

	from Webmail client and any desktop email client program proposed		
11.15	End user should have an option of maintaining personal address book on the server accessible through the web based clients.		
11.16	Proposed directory system should have an option for Address book Import / Export to a personal address book on the server.		
11.17	Proposed directory system should have global address book should be accessible from webmail and desktop / thick mail clients / for all users.		
11.18	The directory system should support Kerberos or Public Key Infrastructure (PKI) based support for logon and authentication		
12.	Mail Transfer Agent (MTA)		
12.1	Proposed MTA shall allow relaying mails from the authenticated users .		
12.2	Proposed MTA shall allow relaying of the mails from the clients in the trusted network or to the domains that are configured as authorized relay destination.		
12.3	Proposed MTA shall facilitate server and user level relay blocking on the basis of Sender, Recipient and Domain.		
12.4	Proposed MTA shall allow a user account to have more than one email address associated with it . i.e., it should have aliasing feature.		
12.5	Proposed MTA shall have Delivery Status Notification providing an e-mail sender ability to specify success, failure, delay or none of the message.		
12.6	Proposed MTA shall have option to define the maximum message size on a global/group/user level basis.		
12.7	Proposed MTA shall be capable of handling bulk mailing, limiting number of recipients and message size .		
12.8	Proposed MTA shall be able set the parameters for controlling the queue such as concurrency delivery, queue lifetime, response timeout, connect timeout and bounce mail lifetime.		
12.9	Proposed MTA shall provide queue handling such as delete, redirect, flushing.		

12.10	Proposed MTA shall provide scheduling of mails queue based on priority.		
12.11	Proposed MTA shall be able to define the maximum number of recipients per email.		
12.12	Proposed MTA shall have support for Enhanced Simple Mail Transport Protocol (ESMTP) facilitating security authentication.		
12.13	Proposed MTA shall support for sending mails in graphics, audio, video files and text in multilingual.		
12.14	Proposed MTA and other components proposed in the solution shall be protected from the virus and spam attacks using the Anti-Virus and Anti-Spam solution proposed.		
12.15	Proposed MTA shall provide SSL/TLS and S/MIME support for encrypted communication.		
12.16	Proposed MTA shall be able to validate sender domain in DNS (Sender Policy Framework, Domain-Keys and RDNS look ups).		
12.17	Proposed MTA shall be able to verify the local domain users exist in directory server or not.		
12.18	Proposed solution shall provide an option to block, discard, bounce and route SPAM mails to an alternate mailbox at the server level.		
12.19	Proposed solution shall be capable to define blacklist, whitelist senders, domains at the global level to reduce SPAM and virus mails.		
12.20	Proposed solution shall provide an option of subject re-writing, header appending in case of detection of virus or SPAM mail.		
12.21	Proposed solution shall provide proactive blocking of SPAM by referring to Real Time Block Lists (RBLs) at the MTA level.		
12.22	Proposed solution shall provide a facility to take action on a SPAM mail to quarantine, delete, reject or bounce.		
12.23	Proposed solution shall support for scanning mails with file attachments such as MIME, uuencode, xxencode, BinHex, compress, gzip, bzip, bzip2, zip, freeze, lzop, tar, cpio, rpm, rar, arc, arj, zoo, lha(lzh), tnef, cab, exe, etc...		

13.	Disclaimer Facility		
13.1	Every outgoing email should be appended with a Disclaimer statement preset by the Administrator at the global level.		
13.2	The delegated admin for respective domains should be able to change the disclaimer.		
13.3	Proposed solution shall support “Out Of Office” reply capabilities and users can customize response and select filters that determine which message senders are to receive the notification		
14.	Security		
14.1	Proposed solution must support SSL/TLS/STARITLS/MTLS by default without any add-ons or workarounds. Solution must be configured to TLS 1.2		
14.2	Proposed solution shall provide integrated PKI as a foundation for numerous security features , including, digital signatures and encryption; granular access control down to the individual field level; local data encryption; and trust relationships in multi-organization and Extranet applications.		
14.3	Proposed solution shall support Hardware Security Model (HSM) on open stack environment		
14.4	Proposed solution shall be able integrate to an LDAP server		
14.5	Proposed directory solution shall integrate with PKI services (issuing certificates to users, authenticating certificates) using a local certificate authority.		
14.6	Proposed PKI system /services shall be available to all clients Desktop, Laptop, Web based and Mobile clients.		
14.7	Proposed messaging software shall have the capability to integrate with PKI infrastructure for email encryption using S/MIME		
14.8	Proposed solution must include anti-spam, anti-virus, DLP, Encryption, Image analysis features, Graymail protection, Anti-phishing etc...		
14.9	Proposed solution shall support to validate sender domain in DNS (SPF, DMARCS, DKIM)		

14.10	Proposed solution emails must be stored as encrypted in servers		
14.11	Proposed solution shall be able to perform Anti-Relay enforcement on incoming connection , allow only the customer's domains		
14.12	Proposed solution shall have Secure access to all services (user level or IP level or both). Proposed solution should support user-based access control for POP, IMAP and HTTP/S access. IP level access to other services.		
14.13	Proposed solution shall have SSL (PKI) support to secure the client and server communication		
14.14	Mail server administrator should NOT be able to view the content of email accounts		
15.	High Availability and Disaster Recovery		
15.1	Proposed solution shall be comprehensive with High Availability (HA) with the load balancing capability to eliminate single points of failure in mail system infrastructure which supports location independent clustering, such as coexistence between public cloud and private cloud, private cloud – private cloud, private cloud - bare metal servers, Bare metal servers only		
15.2	Proposed replication software shall be able to replicate data residing on any storage subsystems in synchronous, asynchronous modes without any distance limitations.		
15.3	Proposed solution shall be able to support cluster servers with different hardware and software configurations .		
15.4	The proposed solution should support replication at block level or/and file level		
15.5	The proposed solution should have feature to operate in synchronous and asynchronous modes and should assure 100% data consistency.		
15.6	The proposed solution should allow the administrator to schedule the data replication between the primary and the DR site .		
15.7	The proposed solution shall have an option to integrate with High Availability clustering software .		
15.8	The proposed replication software should provide various methods to initialize the secondary instance including over the wire and via backup and restore . Both the		

	options should be able to perform while the application is completely online.		
15.9	The proposed replication software should be storage independent which means that it has capability to replicate between different storage from the same vendor or from different vendors. It should work on storage like DAS and SAN		
15.10	The proposed replication software should be able to replicate between any hosts connected by an IP network without requiring additional network hardware or dedicated fiber connections.		
15.11	Proposed solution shall be able to achieve near zero Recovery Point Objective (RPO) for message store and MTA Recovery Time Objective (RTO) of 10 min		
16.	Monitoring and Reports		
16.1	Proposed solution shall have a Monitoring Console - A tool available via the web-based administrator console or client to monitor the critical parameters of the server/s and system. The console provides a real time online view of the server functioning and covers three key aspects viz. services (status, down time, restarts etc...), resources (disk space, memory, connections, queues etc...) and transactions (statistics of logins, mails exchanged etc...). In addition, it shall show up common errors from the logs and the status of the backup jobs.		
16.2	Solution shall support SNMP and should be able to be monitored from other 3rd party monitoring tools		
16.3	Proposed solution should be able to proactively detect the health issues , server reboot, HW malfunctioning and service degradation/interruptions with the Messaging Platform (including the messaging application, underlying OS and the Directory) and should be able to create event / alerts and send them to the relevant administrators through email or other alert mechanisms.		
16.4	Proposed solution shall provide contextual knowledgebase intelligence against individual alerts which should suggest the possible reasons of the alert and recommend best practice guidance to resolve the issue received on the console.		

16.5	<p>Proposed solution shall be able generate below reports but not limited to,</p> <ol style="list-style-type: none"> General statistics about the mail delivery (total messages, rejections, bytes transferred, spam emails, rejected emails etc...). List of domains with which mail was transacted. User wise messages sent and received. Domain wise messages sent and received. Rejection details due to RBL, Anti-Spam, Anti-virus, Mail policy controls, DLP 		
16.6	<p>Proposed solution shall have capability to set up scheduled report jobs for custom MIS reports (What to report on, where to send it, when to send it)</p>		
16.7	<p>Proposed solution shall be able to extract below information about each email message that passes through email service and generate reports accordingly.</p> <ol style="list-style-type: none"> Envelope from, Envelope recipient, Time of transaction, IP address of host sending message Size of message, Delay in delivering after receipt. IMAP/s connections must also be logged, Authentication failures Database corruptions for the Message Store System Failed MTA reverse domain lookups for a sent email message MTA maximum hop count exceeded (typically a mail loop) MTA connect failed to a site outside the email service Rejection messages from sites outside the email service Logging report should include unavailability of services, unavailability of connection , failure of writing data in mail store and disk. LDAP query failures from any email service component Quota problems 		
16.8	<p>Proposed solution shall support domain administrator to generate MIS reports specific to their domain</p>		
17.	Overall Solution Details		

17.1	Product Name (s) of the solution components (Specify)		
17.2	a) Latest Edition (Specify) b) Released Date c) Date of release of the next version		
17.3	The proposed solution must have been in the global market for the last 10 years period continuously		
17.4	Principals' s confirmation that the proposed solution will not be in End-of-Life status within next 5 years period		
17.5	Provide an undertaking letter in detail, along with principal's authorized letter, explaining that, principal will support for the entire solution or relevant parts would be available for next 5 years period		
17.6	Proposed solution shall operate on commercial grade server Operating Systems (OS) such as Windows, RHEL, SUSE Linux, , AIX, and Ubuntu		
17.7	Proposed solution shall be configured on IPV4 and it should be ready for IPV6 in future		
17.8	The solution proposed shall have the capability of running on a commodity hardware platforms.		
17.9	All components of the proposed solution must be hosted on premise		
17.10	Proposed solution should have the capability of running on a wide range of virtualization platform , such as OpenStack		
17.11	The solution shall include a 24x7 global technical support , the principal vendor should allow unlimited support tickets,		
17.12	All components should have 24x7 first level support from the local vendor.		
17.13	ICTA shall be entitled for all future editions including major and minor upgrades and updates in the proposed solution during the contract period with no additional cost		
17.14	The bidder shall be an authorized vendor of the principal vendor and the principal vendor should provide the letter of authorization for the bidder		
17.15	The bidder shall provide all required licenses (both end user and server side) for messaging application, desktop client software, the backup software, video conferencing, instant messaging, Antispam / anti-virus and any other component required for the total solution		

17.16	Proposed solution shall support unlimited number of domains in a single system.		
18.	General Requirements		
18.1	Since ICTA is to provide compute, virtual environment, hardware, storage, network, bidder shall thoroughly understand existing infrastructure (hosting and connectivity) setup to be used in this this solution before bid submission and shall propose any other required hardware, software, or any other requirements to deliver ICTA's requirements mentioned above with the proposal.		
18.2	Bidder shall provide any other necessary hardware, software, passive components with the total solutions . Eg: Any appliances such as for AntiSpam / Antivirus		
18.3	The deployment should be done in multi-server architecture for future scalability		
18.4	Bidder shall be responsible to installing and configuring up to date OS/ patches, firmware, etc...		
18.5	It is the responsibility of the Bidder to obtain required regulatory licenses in time to commence operations of ICTA or form alliances with appropriate local licensed Telecommunication and bidder to deliver the required services for all users		
18.6	The items listed as requirements and deliverables must be used only as guidance of the deliverables and not as a limiting factor to provide additional information required that may not be listed here.		
18.7	Bidder should use their experience and best practices approach to provide any and all required information related to the assignment, beyond the items listed in this document if appropriate.		
18.8	Bidder shall allocate qualified dedicated personnel or team 24x7 to directly communicate with ICTA / LGII technical team to resolve all technical issues and carry out technical improvements.		
18.9	Upon the completion of the implementation, ICTA / LGII technical team will be carrying out the OAT.		
18.10	After successful completion of the OAT bidder should provide the recommendation for services operation.		

18.11	Bidder shall complete the implementation according to the ICTA's requirements complying to the implementation plan and the delivery schedule.		
18.12	The proposed solutions should scale up or scale down according to requirements of the ICTA.		
18.13	Bidder shall be responsible to provide the services without interrupting existing services. Also, bidder shall be responsible to assist ICTA/LGII staff to carryout existing services migration and transition with minimal service down times.		
18.14	<p>Bidder shall be responsible to provide following documents.</p> <ol style="list-style-type: none"> 1. Detailed low Level Design. 2. Physical architectural diagrams and report 3. As-built document 4. Troubleshooting guides for technical team 5. User manuals 6. Detailed technical data sheets for each product. <p>All documents required in both soft copies & hard copies with readable format. Bidder shall provide required printed copies where and when required. All data sheets should be publicly available and accessible in English language.</p>		
18.15	Bidder should provide 3 years support and maintenance for the entire solution implementation including any hardware proposed, software and all other components.		
18.16	Bidder must provide Application Software licenses, Databases licenses and any other supporting software licenses required for the proposed solution for 3 years		
18.17	<p>Bidder shall Continuously apply patches /security updates to the servers align with center for internet security (CIS) www.cisecurity.org and https://cve.mitre.org/about/</p> <p>Bidder shall always use latest protocols, latest algorithms, highest key value for data encryption for both storage and communication.</p>		
18.18	Bidder shall provide standard end user training materials (PDF, PPT or video format) and end user training on the solution for ICTA transformation team (maximum of 20 personnel).		
18.19	Bidder shall provide a certified administrator training for administrators		

18.20	Migrate all existing Exchange based email boxes (about 10,000) to the new solution with history data.		
18.21	Bidder should confirm the data validation by pre and post comparison and provide a sign off on the migrated data		
18.22	Proposed solution shall be able to migrate data through a standard process from well known and popular email solutions such as Office 365, Gmail, Zimbra, MS Exchange, HCL Notes, etc...		
18.23	Bidder should provide a detailed end user manual explaining all the functionalities of the solution in searchable PDF format and indexed video with screen captures		
18.24	Bidder shall provide a detailed Administrator manual explaining all the functionalities of the solution in searchable PDF format and indexed video with screen captures		
18.25	Bidder should agree with ICTA on the OAT acceptance criteria and should include any other criteria suggested by ICTA		
18.26	Bidder should define and provide the minimum test scenarios covered in the functional requirements for each function to be tested by the OAT by ICTA		
18.27	Bidder should define and provide the test plans for the OAT by ICTA		
18.28	Bidder should define and provide the acceptance criteria for the OAT by ICTA		
18.29	Bidder shall fix / provide solutions for any bugs / defects coming out of the OAT by ICTA		
18.30	Selected bidder shall do / execute any corrective actions suggested by the vulnerability assessments / penetration test audits for the solution, by ICTA before Production Implementation and during Support and Maintenance		
18.31	Integration with single sign on platform and system shall support authentication to other systems		
18.32	Bidder shall provide all security and quality certificates related to the solution, implementation, support and maintenance processes. ISO 27001		
18.33	Bidder shall provide security and quality certificates related to the / Principal supplier		

18.34	Bidder shall make sure product licenses have global authorizations required for the use of the solution without any local / regional restrictions.		
18.35	Setting up valid certificates on exchange systems (bidder should purchase valid certificate on behalf of ICTA)		

1.7 Implementation Schedule

S.N	Milestone	Acceptance criteria/ Deliverables	Timelines
1	Commencement Date (T)	Signed agreement	Contract Sign-off +7 days = (T)
2	Implementation Completion	Acceptance of the Operation Acceptance Testing	T + 2 months
3	Creation of the first batch of 2,500 IDs	Successful operation of the first 2,500 email and collaboration tools accounts	T + 4 months
4	Creation of the second batch of 5,000 IDs	Successful operation of the second 5,000 email and collaboration tools accounts	T + 6 months
5	Creation of the third batch of 7,500 IDs	Successful operation of the third 7,500 email and collaboration tools accounts	T + 8 months
6	Creation of the fourth batch of 10,000 IDs	Successful operation of the fourth 10,000 email and collaboration tools accounts	T + 10 months
7	Creation of the fifth batch of 15,000 IDs	Successful operation of the fifth 15,000 email and collaboration tools accounts	T + 12 months
8	Creation of the fifth batch of 20,000 IDs	Successful operation of the fifth 20,000 email and collaboration tools accounts	T + 14 months
9	Creation of the fifth batch of 20,000 IDs	Successful operation of the fifth 20,000 email and collaboration tools accounts	T + 16 months
10	Creation of the fifth batch of 20,000 IDs	Successful operation of the fifth 20,000 email and collaboration tools accounts	T + 18 months
11	Warranty Period (Support and Maintenance)	Updates/Upgrades certificates	Operation Acceptance + 36 months
12	Post Warranty Period (Recurrent Cost : Support and Maintenance)	Updates/Upgrades certificates	(Operation Acceptance + 36 months) +36 months

B. SERVICE SPECIFICATIONS – SUPPLY & INSTALL ITEMS

2.1 System Analysis, Design and Customization/Development

- 2.1.1 Supplier shall deliver a System Design document explaining the proposed solution architecture, design, and functionalities.
- 2.1.2 The supplier shall provide Fit Gap Analysis explaining which requirements cannot be delivered by the standard solution and what are the customizations done to bridge the gap. Further how these customizations are managed with updates, upgrades, and changes to the standard product without impacting the business continuity.

2.2 Training and Training Materials

- 2.2.1 There are three types of users in the solution. End users, de-centralized user administrators, central support team.
- 2.2.2 All administrator trainings will be executed right after the solution implementation is completed and before the live operations start. Required end user trainings will be executed at batch level defined as per 1.7 Implementation Schedule.
- 2.2.3 Central support team Administrators (3) must be trained by the supplier on the solution administrative functions. This should be expert level certification training and training will be conducted online with comprehensive hands-on sessions and training materials. This training will be executed right after the solution implementation is completed and just before the live operations start
- 2.2.4 ICTA Transformation team will execute the end user training and de-centralized user administrators through Train the Trainer Model. Therefore, supplier need to train the transformation team (50) on the solution functionalities and the features. This training will be conducted online with comprehensive hands-on sessions and training materials. This training will be executed just before the live operations start.
- 2.2.5 End user training materials shall be prepared and provided by the supplier to be used by the ICTA for the end user training sessions.
- 2.2.6 FAQs with answers, Online Help forums and access to technical support shall be provided by the supplier to the central support team.

2.3 Data Conversion and Migration

- 2.3.1 There are about 10,000 active email IDs in the existing email solution provided by ICTA. Those emails shall be migrated to the new solution with the history of last 10 years email archives.
- 2.3.2 ICTA will expose the exact data set to be migrated to the supplier. This data set need to be pre validated, cleansed and signed-off from ICTA before migration. Post the migration, ICTA will perform the same test and again to confirm all data records are migrated.

- 2.3.3 Pre and post validation of migrated data need to be done in term of number of number of records, volume, and values.
- 2.3.4 Migrated data need to include email, calendar notes, contacts, attachments, and To-Do lists if there are any.
- 2.3.5 Proposed solution shall be able to migrate data from well-known and popular email solutions to facilitate adoption of the new solution to Government organizations.

2.4 Deployment and Implementation

- 2.4.1 Product deployment guidelines and documentation need to be provided as part of the documentation.
- 2.4.2 Deployment of the solution components to the server and (if required any) client should be able to manage centrally.
- 2.4.3 Implementation project plan need to be provided with detailed activities and milestones.
- 2.4.4 All implementation activities such as bulk email ID management, on line training will be done centrally.

2.5 Documentation Requirements

- 2.5.1 Supplier shall provide all technical documents with adequate information in them mentioned in the compliance sheet. ICTA shall review the documents and may ask for revisions.

C. TESTING AND QUALITY ASSURANCE REQUIREMENTS

3.1 Operational Acceptance Tests (OAT)

- 3.1.1 Supplier shall provide the test scripts, user stories and expected results with a test plan required for the testing.
- 3.1.2 Acceptance criteria for the operational testing need to defined by the supplier and mutually agreed and signed off by both the supplier and ICTA.
- 3.1.3 After installation of the solution, ICTA shall carry out an operational acceptance testing on the solution functionalities. This will not be limited to the test scripts and user stories provided by the supplier.
- 3.1.4 Migrated data set should be used as a part of the testing
- 3.1.5 Any defects or bugs coming out of the operational testing need to be fixed by the supplier and allow for re-testing. ICTA shall carry out the re-testing.

- 3.1.6 Process explained above need to be repeated until the acceptance criteria is met by both parties.
- 3.1.7 Test results with evidence (screen shots, reports or outputs) and operational acceptance testing sign off need to be documented as a formal deliverable from the project.
- 3.1.8 Any corrective actions suggested by the vulnerability assessments / penetration test audits before Implementation, need to be fixed for the OAT sign off.
- 3.1.9 Any corrective actions suggested by the vulnerability assessments / penetration test audits after Implementation, need to be fixed during the Support and Maintenance period.

3.2 User Acceptance Tests (UAT)

- 3.2.1 There is no UAT planned separately with end users. However, during the OAT, ICTA team will test the end user scenarios similar to a UAT.
- 3.2.2 All test scenarios related to the end user functionality and technical features need to be included as part of the OAT as the ICTA team will carry out testing on them as well.
- 3.2.3 Any end user specific queries or clarifications will be managed through change management, training and adoption phase of the project.

E. SERVICE SPECIFICATIONS – RECURRENT COST ITEMS

4.1 Support and Maintenance

- 4.1.1 The supplier shall provide the following main services under same main contract.
 - 1. Fixing of any bugs, defects or mal functioning of the solution according to the defined Service Level Agreement (SLA).
 - 2. All product upgrades and patch updates shall be available without any delay or any extra cost.
 - 3. In the event of a disaster recovery, supplier shall provide technical support to ICTA with related to the product re-installation, backup restoration, product configuration and any other related technical activity.
- 4.1.2 SLA for the warranty period is specified as Annexure 02
- 4.1.3 Supplier shall submit an escalation matrix within the warranty contract. This matrix will be used in case of a SLA breach, to find resolutions and apply penalty as specified.
- 4.1.4 Penalty scheme for the warranty period is specified in Annexure 03.
- 4.1.5 Support process for the service will follow the process explained in Annexure 04.

- 4.1.6 If a problem is not resolved by the supplier, it should be escalated to the OEM for a temporary fix and then for a permanent fix in a later release. In that case, penalty will not be applicable.
- 4.1.7 Responsibility matrix with different levels of responsibilities are defined as per the Annexure 05.
- 4.1.8 Any support incident reported must be included in the monthly support incidents report with clear explanation on the Root Cause Analysis and the solutions provided. Solution provided need to be reviewed with the ICTA monthly support review meeting and signed off by ICTA Support team.

4.2 Service Level Agreement (SLA)

Priority	Incident Type	Severity	Urgency	Definition	Response Time (Respond to the incident)	Resolution Time* (Temporary solution)	Resolve Time** (Permanent fix)
1	Critical	Very High	Very High	Business transactions have come to a stand-still where entire service is not functioning as intended.	Within 15 minutes	Within 30 minutes	Within 2 hours
2	Urgent	High	Very High	Service is available for users, but serious impact to business transactions. Workaround available in the solution. Examples: 1. Some key functionalities (address book, calendar, etc...) of the solution are not operational. 2. One or more components of the solution malfunction.	Within 30 minutes	Within 2 hours	Within 4 hours
3	Major	High	High	Service is available for users, but business transactional process is not optimal. Users must put an extra effort to achieve the results. Examples: 1. Considerable lag (more than 30 min) in receiving emails 2. Calendar doesn't get updated with meeting invitations	Within 1 hour	Within 8 hours	Within 16 hours

4	Minor	Medium	Medium	<p>There is an inconvenience to the user. But business transactional process can be executed without impacting the results.</p> <p>Examples:</p> <ol style="list-style-type: none"> 1. Slowness in the solution (sending, receiving emails) 2. Latency in notifications, reminders 	Within 2 hours	Within 24 hours	Within 48 hours
5	Improvement	Low	Medium	<p>Improvement to the current business transactional process, which will bring in benefits to the current situation.</p> <p>Examples:</p> <ol style="list-style-type: none"> 1. Improvement to an existing feature 	Within 24 hours	N/A	Based on priority CR list
6	New Feature	Low	Low	<p>New feature to the solution, which could bring benefits in the long run and need to be prioritized for future releases.</p> <p>Examples:</p> <ol style="list-style-type: none"> 1. Introduction of new feature 	Within 48 hours	N/A	Based on priority CR list

* Response Time is included in the Resolution Time

** Resolution Time is included in the Resolve Time

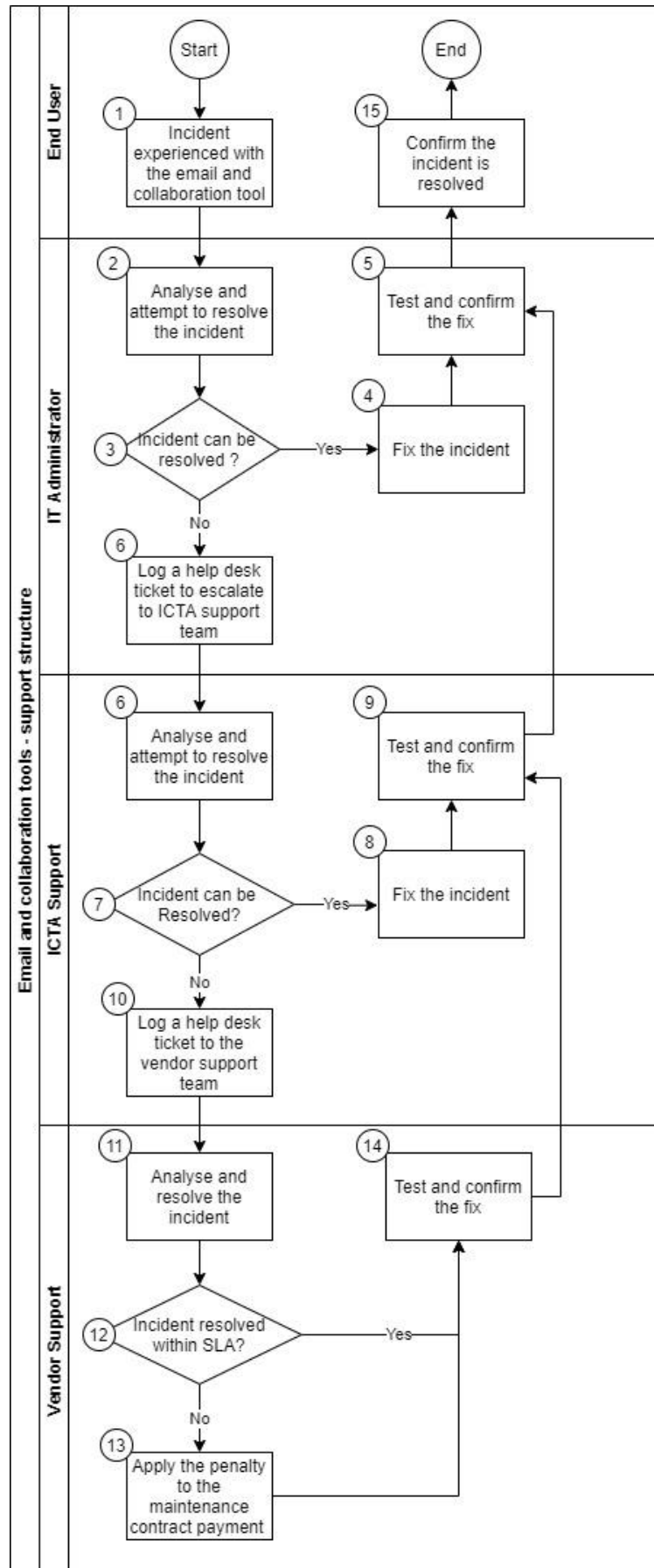
Annexure 03 – Email Services and Collaboration Tools - Service Level Agreement (SLA) - Penalty clauses

Priority	Response Time Penalty Fee (Respond to the incident)	Resolve Time Penalty Fee (Permanent fix)	Penalty Fee based on number of incidents per year
1	<p>If the vendor fails to respond to the incident within 15 min from the time incident reported, “response time penalty fee” will be LKR 500,000 per incident. This penalty fee will be imposed only once per incident.</p> <p>Example: If the vendor responded to an incident after 2 hours, still “response time penalty fee” will be LKR 500,000 only.</p>	<p>If the vendor fails to resolve the incident 02 hours from the time incident reported, “resolve time penalty fee” will be LKR 500,000 per incident. For every 30 minutes delay to resolve the incident or part thereof beyond the first 30 minutes, penalty fee will be LKR 100,000 per incident.</p> <p>Example: If the resolution of a ticket happens after 2 hours, “resolve time penalty fee” will be LKR 500,000 (for the first 30 min) + LKR 100,000 (for the second 30 min) + LKR 100,000 (for the third 30 min) + LKR 100,000 (for the fourth 30 min) = LKR 800,000 (for resolution after 2 hours).</p>	<p>If there are more than one incident per year, for every additional incident, there will be a penalty fee of LKR 200,000 per incident, irrespective those incidents are met with SLA or not.</p> <p>Example: If there are 3 tickets in a given year, penalty fee will be LKR 200,000 (second incident) + LKR 200,000 (third incident) = LKR 400,000 (for the additional two incidents occurred).</p>
2	<p>If the vendor fails to respond to the incident within 30 min from the time incident reported, “response time penalty fee” will be LKR 200,000 per incident. This penalty fee will be imposed only once per incident.</p> <p>Example:</p>	<p>If the vendor fails to resolve the incident within 4 hours from the time incident reported, “resolve time penalty fee” will be LKR 200,000 per incident. For every 1-hour delay to resolve the incident or part thereof beyond the first 1 hour, penalty fee will be LKR 50,000 per incident.</p> <p>Example: If the resolution of a ticket happens after 7 hours, “resolve time penalty fee” will be LKR 200,000 (for</p>	<p>If there are more than one incident per year, for every additional incident, there will be a penalty fee of LKR 100,000 per incident, irrespective those incidents are met with SLA or not.</p> <p>Example: If there are 3 tickets in a given year, penalty fee will be LKR 100,000 (second incident) + LKR 100,000 (third incident) = LKR</p>

Priority	Response Time Penalty Fee (Respond to the incident)	Resolve Time Penalty Fee (Permanent fix)	Penalty Fee based on number of incidents per year
	If the vendor responded to an incident after 2 hours, still “response time penalty fee” will be LKR 200,000 only.	the first 1 hour) + LKR 50,000 (for the second 1 hour) + 1% (for the third 1 hour) + LKR 50,000 (for the fourth 1 hour) = LKR 300,000 (for resolution after 7 hours).	200,000 (for the additional two incidents occurred).
3	<p>If the vendor fails to respond to the incident within 1 hour from the time incident reported, “response time penalty fee” will be LKR 100,000 per incident. This penalty fee will be imposed only once per incident.</p> <p>Example: If the vendor responded to an incident after 1 hour, still “response time penalty fee” will be LKR 100,000 only.</p>	<p>If the vendor fails to resolve the incident within 16 hours from the time incident reported, “resolve time penalty fee” will be LKR 100,000 per incident. For every 4 hours delay to resolve the incident or part thereof beyond the first 04 hours, penalty fee will be LKR 50,000 per incident.</p> <p>Example: If the resolution of a ticket happens after 24 hours, “resolve time penalty fee” will be LKR 100,000 (for the first 16 hours) + LKR 50,000 (for the second 4 hours) + LKR 50,000 (for the third 4 hours) + LKR 50,000 (for the fourth 4 hours) = LKR 250,000 (for resolution after 24 hours).</p>	<p>If there are more than one incident per year, for every additional incident, there will be a penalty fee of LKR 50,000 per incident, irrespective those incidents are met with SLA or not.</p> <p>Example: If there are 3 tickets in a given year, penalty fee will be LKR 50,000 (second incident) + LKR 50,000 (third incident) = LKR 100,000 (for the additional two incidents occurred).</p>
4	If the vendor fails to respond to the incident within 2 hours from the time incident reported, “response time penalty fee” will be LKR 50,000 per incident. This penalty fee will be imposed only once per incident.	If the vendor fails to resolve the incident within 48 hours from the time incident reported, “resolve time penalty fee” will be LKR 50,000 per incident. For every 24 hours delay to resolve the incident or part thereof beyond the first 24 hours, penalty fee will be LKR 20,000 per incident.	<p>If there are more than one incident per year, for every additional incident, there will be a penalty fee of LKR 20,000 per incident, irrespective those incidents are met with SLA or not.</p> <p>Example:</p>

Priority	Response Time Penalty Fee (Respond to the incident)	Resolve Time Penalty Fee (Permanent fix)	Penalty Fee based on number of incidents per year
	<p>Example:</p> <p>If the vendor responded to an incident after 2 hours, still “response time penalty fee” will be LKR 50,000 only.</p>	<p>Example:</p> <p>If the resolution of a ticket happens after 72 hours, “resolve time penalty fee” will be LKR 50,000 (for the first 48 hours) + LKR 20,000 (for the second 24 hours) = LKR 20,000 (for resolution after 72 hours).</p>	<p>If there are 3 tickets in a given year, penalty fee will be LKR 20,000 (second incident) + LKR 20,000 (third incident) = LKR 40,000 (for the additional two incidents occurred).</p>
5	N/A	N/A	N/A
6	N/A	N/A	N/A

Annexure 04 – Email Services and Collaboration Tools – Support Process



Annexure 05 – Responsibility matrix for the incident resolution

Abbreviation	R	A	C	I	NA
Description	Responsible	Accountable	Consult	Information	Not Applicable

#	Task	Government Organization		ICTA		Supplier
		Organization Head	IT Administrator	Support Manager	Support Consultant	Supplier Support
1	New email ID creation	I	C	A	R	NA
2	New email ID creation approval	A/R	C	I	I	NA
3	Change domain of an existing email ID	I	C	A	R	NA
4	Approval for the domain change	A/R	C	I	I	NA
5	Change user name of an existing email ID	I	C	A	R	NA
6	Approval for the name change	A/R	C	I	I	NA
7	Deletion of an email ID	I	C	A	R	NA
8	Reset password	I	A/R	I	I	NA
9	"How to" use a functionality in the solution	I	A/R	NA	NA	NA
10	Provide functionality training to end users	I	A/R	NA	NA	NA
11	Maintain and provide training materials to end users	I	A/R	NA	NA	NA
12	Initial analysis on the user queries	I	A/R	I	C	NA
13	Raise incident ticket to the support team	I	A/R	I	C	NA
14	Gather required information to the incident ticket	I	R	I	A	NA
15	Resolve incident tickets	I	C	A	R	I
16	Test the solution provided for the incident ticket	I	R	C	A	I

#	Task	Government Organization		ICTA		Supplier
		Organization Head	IT Administrator	Support Manager	Support Consultant	Supplier Support
17	Escalate the incident to the supplier	I	C	A	R	I
18	Resolve escalated incident ticket	NA	I	I	C	A/R
19	Test the solution provided for the escalated incident ticket	NA	C	A	R	C
20	Communicate incident resolution status to end users	I	R	C	A	I
21	Decide on the priority of the incident to the vendor	I	C	A	R	I
22	Monitor the progress of the incident resolution	I	C	A	R	I
23	Monitor and decide on the SLA adherence	I	I	A	R	I
24	Apply SLA penalties on the support and maintenance	I	I	A/R	C	I
25	Regular collaboration and review with the supplier	NA	C	A	R	C
26	Provide regular technical updates to the solution	NA	I	C	C	A/R
27	Upgrade the solution with the latest versions	NA	I	C	C	A/R
28	Provide access to FAQs and help portals on the solution	NA	I	I	I	A/R
29	Document solutions for regular incidents	NA	I	I	I	A/R
30	Generate and distribute reports on incident management	I	C	A	R	C

PART 3 – CONDITIONS OF CONTRACT AND CONTRACT FORMS

SECTION VIII - GENERAL CONDITIONS OF CONTRACT

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General Conditions of Contract

A. CONTRACT AND INTERPRETATION

1. Definitions

1.1 In this Contract, the following terms shall be interpreted as indicated below.

(a) contract elements

- (i) “Contract” means the Contract Agreement entered into between the Purchaser and the Supplier, together with the Contract Documents referred to therein. The Contract Agreement and the Contract Documents shall constitute the Contract, and the term “the Contract” shall in all such documents be construed accordingly.
- (ii) “Contract Documents” means the documents specified in Article 1.1 (Contract Documents) of the Contract Agreement (including any amendments to these Documents).
- (iii) “Contract Agreement” means the agreement entered into between the Purchaser and the Supplier using the form of Contract Agreement contained in the Sample Contractual Forms Section of the bidding documents and any modifications to this form agreed to by the Purchaser and the Supplier. The date of the Contract Agreement shall be recorded in the signed form.
- (iv) “GCC” means the General Conditions of Contract.
- (v) “SCC” means the Special Conditions of Contract.
- (vi) “Technical Requirements” means the Technical Requirements in Section VII of the bidding documents.
- (vii) “Implementation Schedule” means the Implementation Schedule in Section VII of the bidding documents.
- (viii) “Contract Price” means the price or prices defined in Article 2 (Contract Price and Terms of Payment) of the Contract Agreement.

- (ix) “Procurement Regulations” refers to the edition **specified in the SCC** of the World Bank “Procurement Regulations for IPF Borrowers”.
- (x) “bidding documents” refers to the collection of documents issued by the Purchaser to instruct and inform potential suppliers of the processes for bidding, selection of the winning bid, and Contract formation, as well as the contractual conditions governing the relationship between the Purchaser and the Supplier. The General and Special Conditions of Contract, the Technical Requirements, and all other documents included in the bidding documents reflect the Procurement Regulations that the Purchaser is obligated to follow during procurement and administration of this Contract.
- (xi) Sexual Exploitation and Abuse” “(SEA)” means the following:

Sexual Exploitation is defined as any actual or attempted abuse of position of vulnerability, differential power or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another.

Sexual Abuse is defined as the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.

- (xii) “Sexual Harassment” “(SH)” is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by the Supplier’s or its Subcontractors’ personnel with other Supplier’s, Subcontractors’ or Purchaser’s personnel.

(b) entities

- (i) “Purchaser” means the entity purchasing the Information System, as **specified in the SCC**.
- (ii) “Project Manager” means the person **named as such in the SCC** or otherwise appointed by the Purchaser in the manner provided in GCC Clause 18.1 (Project Manager) to perform the duties delegated by the Purchaser.

- (iii) “Supplier” means the firm or Joint Venture whose bid to perform the Contract has been accepted by the Purchaser and is named as such in the Contract Agreement.
 - (iv) “Supplier’s Representative” means any person nominated by the Supplier and named as such in the Contract Agreement or otherwise approved by the Purchaser in the manner provided in GCC Clause 18.2 (Supplier’s Representative) to perform the duties delegated by the Supplier.
 - (v) “Subcontractor” means any firm to whom any of the obligations of the Supplier, including preparation of any design or supply of any Information Technologies or other Goods or Services, is subcontracted directly or indirectly by the Supplier.
 - (vi) “Adjudicator” means the person named in Appendix 2 of the Contract Agreement, appointed by agreement between the Purchaser and the Supplier to make a decision on or to settle any dispute between the Purchaser and the Supplier referred to him or her by the parties, pursuant to GCC Clause 43.1 (Adjudication).
 - (vii) “The World Bank” (also called “The Bank”) means the International Bank for Reconstruction and Development (IBRD) or the International Development Association (IDA).
- (c) scope
- (i) “Information System,” also called “the System,” means all the Information Technologies, Materials, and other Goods to be supplied, installed, integrated, and made operational (exclusive of the Supplier’s Equipment), together with the Services to be carried out by the Supplier under the Contract.
 - (ii) “Subsystem” means any subset of the System identified as such in the Contract that may be supplied, installed, tested, and commissioned individually before Commissioning of the entire System.
 - (iii) “Information Technologies” means all information processing and communications-

related hardware, Software, supplies, and consumable items that the Supplier is required to supply and install under the Contract.

- (iv) “Goods” means all equipment, machinery, furnishings, Materials, and other tangible items that the Supplier is required to supply or supply and install under the Contract, including, without limitation, the Information Technologies and Materials, but excluding the Supplier’s Equipment.
- (v) “Services” means all technical, logistical, management, and any other Services to be provided by the Supplier under the Contract to supply, install, customize, integrate, and make operational the System. Such Services may include, but are not restricted to, activity management and quality assurance, design, development, customization, documentation, transportation, insurance, inspection, expediting, site preparation, installation, integration, training, data migration, Pre-commissioning, Commissioning, maintenance, and technical support.
- (vi) “The Project Plan” means the document to be developed by the Supplier and approved by the Purchaser, pursuant to GCC Clause 19, based on the requirements of the Contract and the Preliminary Project Plan included in the Supplier’s bid. The “Agreed Project Plan” is the version of the Project Plan approved by the Purchaser, in accordance with GCC Clause 19.2. Should the Project Plan conflict with the Contract in any way, the relevant provisions of the Contract, including any amendments, shall prevail.
- (vii) “Software” means that part of the System which are instructions that cause information processing Subsystems to perform in a specific manner or execute specific operations.
- (viii) “System Software” means Software that provides the operating and management instructions for the underlying hardware and other components, and is identified as such in Appendix 4 of the Contract Agreement and such other Software as the parties

may agree in writing to be Systems Software. Such System Software includes, but is not restricted to, micro-code embedded in hardware (i.e., “firmware”), operating systems, communications, system and network management, and utility software.

- (ix) “General-Purpose Software” means Software that supports general-purpose office and software development activities and is identified as such in Appendix 4 of the Contract Agreement and such other Software as the parties may agree in writing to be General-Purpose Software. Such General-Purpose Software may include, but is not restricted to, word processing, spreadsheet, generic database management, and application development software.
- (x) “Application Software” means Software formulated to perform specific business or technical functions and interface with the business or technical users of the System and is identified as such in Appendix 4 of the Contract Agreement and such other Software as the parties may agree in writing to be Application Software.
- (xi) “Standard Software” means Software identified as such in Appendix 4 of the Contract Agreement and such other Software as the parties may agree in writing to be Standard Software.
- (xii) “Custom Software” means Software identified as such in Appendix 4 of the Contract Agreement and such other Software as the parties may agree in writing to be Custom Software.
- (xiii) “Source Code” means the database structures, dictionaries, definitions, program source files, and any other symbolic representations necessary for the compilation, execution, and subsequent maintenance of the Software (typically, but not exclusively, required for Custom Software).
- (xiv) “Materials” means all documentation in printed or printable form and all instructional and informational aides in any form (including

audio, video, and text) and on any medium, provided to the Purchaser under the Contract.

(xv) “Standard Materials” means all Materials not specified as Custom Materials.

(xvi) “Custom Materials” means Materials developed by the Supplier at the Purchaser’s expense under the Contract and identified as such in Appendix 5 of the Contract Agreement and such other Materials as the parties may agree in writing to be Custom Materials. Custom Materials includes Materials created from Standard Materials.

(xvii) “Intellectual Property Rights” means any and all copyright, moral rights, trademark, patent, and other intellectual and proprietary rights, title and interests worldwide, whether vested, contingent, or future, including without limitation all economic rights and all exclusive rights to reproduce, fix, adapt, modify, translate, create derivative works from, extract or re-utilize data from, manufacture, introduce into circulation, publish, distribute, sell, license, sublicense, transfer, rent, lease, transmit or provide access electronically, broadcast, display, enter into computer memory, or otherwise use any portion or copy, in whole or in part, in any form, directly or indirectly, or to authorize or assign others to do so.

(xviii) “Supplier’s Equipment” means all equipment, tools, apparatus, or things of every kind required in or for installation, completion and maintenance of the System that are to be provided by the Supplier, but excluding the Information Technologies, or other items forming part of the System.

(d) activities

(i) “Delivery” means the transfer of the Goods from the Supplier to the Purchaser in accordance with the current edition Incoterms specified in the Contract.

(ii) “Installation” means that the System or a Subsystem as specified in the Contract is ready

for Commissioning as provided in GCC Clause 26 (Installation).

- (iii) “Pre-commissioning” means the testing, checking, and any other required activity that may be specified in the Technical Requirements that are to be carried out by the Supplier in preparation for Commissioning of the System as provided in GCC Clause 26 (Installation).
 - (iv) “Commissioning” means operation of the System or any Subsystem by the Supplier following Installation, which operation is to be carried out by the Supplier as provided in GCC Clause 27.1 (Commissioning), for the purpose of carrying out Operational Acceptance Test(s).
 - (v) “Operational Acceptance Tests” means the tests specified in the Technical Requirements and Agreed Project Plan to be carried out to ascertain whether the System, or a specified Subsystem, is able to attain the functional and performance requirements specified in the Technical Requirements and Agreed Project Plan, in accordance with the provisions of GCC Clause 27.2 (Operational Acceptance Test).
 - (vi) “Operational Acceptance” means the acceptance by the Purchaser of the System (or any Subsystem(s) where the Contract provides for acceptance of the System in parts), in accordance with GCC Clause 27.3 (Operational Acceptance).
- (e) place and time
- (i) “Purchaser’s Country” is the **country named in the SCC**.
 - (ii) “Supplier’s Country” is the country in which the Supplier is legally organized, as named in the Contract Agreement.
 - (iii) **Unless otherwise specified in the SCC** “Project Site(s)” means the place(s) in the Site Table in the Technical Requirements Section for the supply and installation of the System.
 - (iv) “Eligible Country” means the countries and territories eligible for participation in

procurements financed by the World Bank as defined in the Procurement Regulations.

- (v) “Day” means calendar day of the Gregorian Calendar.
- (vi) “Week” means seven (7) consecutive Days, beginning the day of the week as is customary in the Purchaser’s Country.
- (vii) “Month” means calendar month of the Gregorian Calendar.
- (viii) “Year” means twelve (12) consecutive Months.
- (ix) “Effective Date” means the date of fulfillment of all conditions specified in Article 3 (Effective Date for Determining Time for Achieving Operational Acceptance) of the Contract Agreement, for the purpose of determining the Delivery, Installation, and Operational Acceptance dates for the System or Subsystem(s).
- (x) “Contract Period” is the time period during which this Contract governs the relations and obligations of the Purchaser and Supplier in relation to the System, as **unless otherwise specified in the SCC**, the Contract shall continue in force until the Information System and all the Services have been provided, unless the Contract is terminated earlier in accordance with the terms set out in the Contract.
- (xi) “Defect Liability Period” (also referred to as the “Warranty Period”) means the period of validity of the warranties given by the Supplier commencing at date of the Operational Acceptance Certificate of the System or Subsystem(s), during which the Supplier is responsible for defects with respect to the System (or the relevant Subsystem[s]) as provided in GCC Clause 29 (Defect Liability).
- (xii) “The Coverage Period” means the Days of the Week and the hours of those Days during which maintenance, operational, and/or technical support services (if any) must be available.
- (xiii) “The Post-Warranty Services Period” means the number of years **defined in the SCC** (if any), following the expiration of the Warranty Period

during which the Supplier may be obligated to provide Software licenses, maintenance, and/or technical support services for the System, either under this Contract or under separate contract(s).

2. Contract Documents

- 2.1 Subject to Article 1.2 (Order of Precedence) of the Contract Agreement, all documents forming part of the Contract (and all parts of these documents) are intended to be correlative, complementary, and mutually explanatory. The Contract shall be read as a whole.

3. Interpretation

3.1 Governing Language

3.1.1 **Unless otherwise specified in the SCC**, all Contract Documents and related correspondence exchanged between Purchaser and Supplier shall be written in the language of these bidding documents (English), and the Contract shall be construed and interpreted in accordance with that language.

3.1.2 If any of the Contract Documents or related correspondence are prepared in a language other than the governing language under GCC Clause 3.1.1 above, the translation of such documents into the governing language shall prevail in matters of interpretation. The originating party, with respect to such documents shall bear the costs and risks of such translation.

3.2 Singular and Plural

The singular shall include the plural and the plural the singular, except where the context otherwise requires.

3.3 Headings

The headings and marginal notes in the GCC are included for ease of reference and shall neither constitute a part of the Contract nor affect its interpretation.

3.4 Persons

Words importing persons or parties shall include firms, corporations, and government entities.

3.5 Incoterms

Unless inconsistent with any provision of the Contract, the meaning of any trade term and the rights and obligations of parties thereunder shall be as prescribed by the Incoterms

Incoterms means international rules for interpreting trade terms published by the International Chamber of Commerce (latest edition), 38 Cours Albert 1^{er}, 75008 Paris, France.

3.6 Entire Agreement

The Contract constitutes the entire agreement between the Purchaser and Supplier with respect to the subject matter of Contract and supersedes all communications, negotiations, and agreements (whether written or oral) of parties with respect to the subject matter of the Contract made prior to the date of Contract.

3.7 Amendment

No amendment or other variation of the Contract shall be effective unless it is in writing, is dated, expressly refers to the Contract, and is signed by a duly authorized representative of each party to the Contract.

3.8 Independent Supplier

The Supplier shall be an independent contractor performing the Contract. The Contract does not create any agency, partnership, joint venture, or other joint relationship between the parties to the Contract.

Subject to the provisions of the Contract, the Supplier shall be solely responsible for the manner in which the Contract is performed. All employees, representatives, or Subcontractors engaged by the Supplier in connection with the performance of the Contract shall be under the complete control of the Supplier and shall not be deemed to be employees of the Purchaser, and nothing contained in the Contract or in any subcontract awarded by the Supplier shall be construed to create any contractual relationship between any such employees, representatives, or Subcontractors and the Purchaser.

3.9 Joint Venture

If the Supplier is a Joint Venture of two or more firms, all such firms shall be jointly and severally bound to the Purchaser for the fulfillment of the provisions of the Contract and shall designate one of such firms to act as a leader with authority to bind the Joint Venture. The composition or

constitution of the Joint Venture shall not be altered without the prior consent of the Purchaser.

3.10 Nonwaiver

3.10.1 Subject to GCC Clause 3.10.2 below, no relaxation, forbearance, delay, or indulgence by either party in enforcing any of the terms and conditions of the Contract or the granting of time by either party to the other shall prejudice, affect, or restrict the rights of that party under the Contract, nor shall any waiver by either party of any breach of Contract operate as waiver of any subsequent or continuing breach of Contract.

3.10.2 Any waiver of a party's rights, powers, or remedies under the Contract must be in writing, must be dated and signed by an authorized representative of the party granting such waiver, and must specify the right and the extent to which it is being waived.

3.11 Severability

If any provision or condition of the Contract is prohibited or rendered invalid or unenforceable, such prohibition, invalidity, or unenforceability shall not affect the validity or enforceability of any other provisions and conditions of the Contract.

3.12 Country of Origin

“Origin” means the place where the Information Technologies, Materials, and other Goods for the System were produced or from which the Services are supplied. Goods are produced when, through manufacturing, processing, Software development, or substantial and major assembly or integration of components, a commercially recognized product results that is substantially different in basic characteristics or in purpose or utility from its components. The Origin of Goods and Services is distinct from the nationality of the Supplier and may be different.

4. Notices

4.1 Unless otherwise stated in the Contract, all notices to be given under the Contract shall be in writing and shall be sent, pursuant to GCC Clause 4.3 below, by personal delivery, airmail post, special courier, facsimile, electronic mail, or Electronic Data Interchange (EDI), with the following provisions.

- 4.1.1 Any notice sent by facsimile, electronic mail, or EDI shall be confirmed within two (2) days after dispatch by notice sent by airmail post or special courier, except as otherwise specified in the Contract.
- 4.1.2 Any notice sent by airmail post or special courier shall be deemed (in the absence of evidence of earlier receipt) to have been delivered ten (10) days after dispatch. In proving the fact of dispatch, it shall be sufficient to show that the envelope containing such notice was properly addressed, stamped, and conveyed to the postal authorities or courier service for transmission by airmail or special courier.
- 4.1.3 Any notice delivered personally or sent by facsimile, electronic mail, or EDI shall be deemed to have been delivered on the date of its dispatch.
- 4.1.4 Either party may change its postal, facsimile, electronic mail, or EDI addresses for receipt of such notices by ten (10) days' notice to the other party in writing.
- 4.2 Notices shall be deemed to include any approvals, consents, instructions, orders, certificates, information and other communication to be given under the Contract.
- 4.3 Pursuant to GCC Clause 18, notices from/to the Purchaser are normally given by, or addressed to, the Project Manager, while notices from/to the Supplier are normally given by, or addressed to, the Supplier's Representative, or in its absence its deputy if any. If there is no appointed Project Manager or Supplier's Representative (or deputy), or if their related authority is limited by the SCC for GCC Clauses 18.1 or 18.2.2, or for any other reason, the Purchaser or Supplier may give and receive notices at their fallback addresses. The address of the Project Manager and the fallback address of the Purchaser are as **specified in the SCC** or as subsequently established/amended. The address of the Supplier's Representative and the fallback address of the Supplier are as specified in Appendix 1 of the Contract Agreement or as subsequently established/amended.

- 5. Governing Law**
- 5.1 The Contract shall be governed by and interpreted in accordance with the laws of the country **specified in the SCC**.
- 5.2 Throughout the execution of the Contract, the Supplier shall comply with the import of goods and services prohibitions in the Purchaser's Country when
- (a) as a matter of law or official regulations, the Borrower's country prohibits commercial relations with that country; or
 - (b) by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, the Borrower's Country prohibits any import of goods from that country or any payments to any country, person, or entity in that country.
- 6. Fraud and Corruption**
- 6.1 The Bank requires compliance with the Bank's Anti-Corruption Guidelines and its prevailing sanctions policies and procedures as set forth in the WBG's Sanctions Framework, as set forth in the Appendix to the GCC.
- 6.2 The Purchaser requires the Suppliers to disclose any commissions or fees that may have been paid or are to be paid to agents or any other party with respect to the bidding process or execution of the Contract. The information disclosed must include at least the name and address of the agent or other party, the amount and currency, and the purpose of the commission, gratuity or fee.

B. SUBJECT MATTER OF CONTRACT

- 7. Scope of the System**
- 7.1 Unless otherwise expressly **limited in the SCC** or Technical Requirements, the Supplier's obligations cover the provision of all Information Technologies, Materials and other Goods as well as the performance of all Services required for the design, development, and implementation (including procurement, quality assurance, assembly, associated site preparation, Delivery, Pre-commissioning, Installation, Testing, and Commissioning) of the System, in accordance with the plans, procedures, specifications, drawings, codes, and any other documents specified in the Contract and the Agreed Project Plan.
- 7.2 The Supplier shall, unless specifically excluded in the Contract, perform all such work and / or supply all such items

and Materials not specifically mentioned in the Contract but that can be reasonably inferred from the Contract as being required for attaining Operational Acceptance of the System as if such work and / or items and Materials were expressly mentioned in the Contract.

- 7.3 The Supplier's obligations (if any) to provide Goods and Services as implied by the Recurrent Cost tables of the Supplier's bid, such as consumables, spare parts, and technical services (e.g., maintenance, technical assistance, and operational support), are as **specified in the SCC**, including the relevant terms, characteristics, and timings.

8. Time for Commencement and Operational Acceptance

- 8.1 The Supplier shall commence work on the System within the period **specified in the SCC**, and without prejudice to GCC Clause 28.2, the Supplier shall thereafter proceed with the System in accordance with the time schedule specified in the Implementation Schedule and any refinements made in the Agreed Project Plan.

- 8.2 The Supplier shall achieve Operational Acceptance of the System (or Subsystem(s) where a separate time for Operational Acceptance of such Subsystem(s) is specified in the Contract) in accordance with the time schedule specified in the Implementation Schedule and any refinements made in the Agreed Project Plan, or within such extended time to which the Supplier shall be entitled under GCC Clause 40 (Extension of Time for Achieving Operational Acceptance).

9. Supplier's Responsibilities

- 9.1 The Supplier shall conduct all activities with due care and diligence, in accordance with the Contract and with the skill and care expected of a competent provider of information technologies, information systems, support, maintenance, training, and other related services, or in accordance with best industry practices. In particular, the Supplier shall provide and employ only technical personnel who are skilled and experienced in their respective callings and supervisory staff who are competent to adequately supervise the work at hand. The Supplier shall ensure that its Subcontractors carry out the work on the Information System in accordance with the Contract, including complying with relevant environmental and social requirements and the obligations set out in GCC Clause 9.9.

- 9.2 The Supplier confirms that it has entered into this Contract on the basis of a proper examination of the data relating to the System provided by the Purchaser and on the basis of

information that the Supplier could have obtained from a visual inspection of the site (if access to the site was available) and of other data readily available to the Supplier relating to the System as at the date twenty-eight (28) days prior to bid submission. The Supplier acknowledges that any failure to acquaint itself with all such data and information shall not relieve its responsibility for properly estimating the difficulty or cost of successfully performing the Contract.

- 9.3 The Supplier shall be responsible for timely provision of all resources, information, and decision making under its control that are necessary to reach a mutually Agreed Project Plan (pursuant to GCC Clause 19.2) within the time schedule specified in the Implementation Schedule. Failure to provide such resources, information, and decision-making may constitute grounds for termination pursuant to GCC Clause 41.2.
- 9.4 The Supplier shall acquire in its name all permits, approvals, and/or licenses from all local, state, or national government authorities or public service undertakings in the Purchaser's Country that are necessary for the performance of the Contract, including, without limitation, visas for the Supplier's and Subcontractor's personnel and entry permits for all imported Supplier's Equipment. The Supplier shall acquire all other permits, approvals, and/or licenses that are not the responsibility of the Purchaser under GCC Clause 10.4 and that are necessary for the performance of the Contract.
- 9.5 The Supplier shall comply with all laws in force in the Purchaser's Country. The laws will include all national, provincial, municipal, or other laws that affect the performance of the Contract and are binding upon the Supplier. The Supplier shall indemnify and hold harmless the Purchaser from and against any and all liabilities, damages, claims, fines, penalties, and expenses of whatever nature arising or resulting from the violation of such laws by the Supplier or its personnel, including the Subcontractors and their personnel, but without prejudice to GCC Clause 10.1. The Supplier shall not indemnify the Purchaser to the extent that such liability, damage, claims, fines, penalties, and expenses were caused or contributed to by a fault of the Purchaser.
- 9.6 Any Information Technologies or other Goods and Services that will be incorporated in or be required for the System and other supplies shall have their Origin, as defined in GCC

Clause 3.12, in a country that shall be an Eligible Country, as defined in GCC Clause 1.1 (e) (iv).

9.7 Pursuant to paragraph 2.2 e. of the Appendix to the General Conditions of Contract, the Supplier shall permit and shall cause its agents (where declared or not), subcontractors, subconsultants, service providers, suppliers, and personnel, to permit, the Bank and/or persons appointed by the Bank to inspect the site and/or the accounts, records and other documents relating to the procurement process, selection and/or contract execution, and to have such accounts, records and other documents audited by auditors appointed by the Bank. The Supplier's and its Subcontractors' and subconsultants' attention is drawn to GCC Clause 6.1 (Fraud and Corruption) which provides, inter alia, that acts intended to materially impede the exercise of the Bank's inspection and audit rights constitute a prohibited practice subject to contract termination (as well as to a determination of ineligibility pursuant to the Bank's prevailing sanctions procedures).

9.8 The Supplier shall conform to the sustainable procurement contractual provisions, if and as **specified in the SCC**.

9.9 **Code of Conduct**

The Supplier shall have a Code of Conduct for its and Subcontractors' personnel employed for the execution of the Contract at the Project Site/s.

The Supplier shall take all necessary measures to ensure that each such personnel is made aware of the Code of Conduct including specific behaviors that are prohibited, and understands the consequences of engaging in such prohibited behaviors.

These measures include providing instructions and documentation that can be understood by such personnel, and seeking to obtain that person's signature acknowledging receipt of such instructions and/or documentation, as appropriate.

The Supplier shall also ensure that the Code of Conduct is visibly displayed in the Project Site/s as well as, as applicable, in areas outside the locations accessible to the local community and any project affected people. The posted Code of Conduct shall be provided in languages comprehensible to the Supplier's and its Subcontractor's personnel, Purchaser's personnel and the local community.

9.10 The Supplier shall, in all dealings with its labor and the labor of its Subcontractors currently employed on or connected with

the Contract, pay due regard to all recognized festivals, official holidays, religious or other customs, and all local laws and regulations pertaining to the employment of labor.

- 9.11 The Supplier, including its Subcontractors, shall comply with all applicable safety obligations. The Supplier shall at all times take all reasonable precautions to maintain the health and safety of its and Subcontractors' personnel employed for the execution of Contract at the Project Site/s.

9.12 Training of Supplier's Personnel

The Supplier shall provide appropriate training to relevant Supplier's and Subcontractors' personnel on any applicable environmental and social aspect of the Contract, including appropriate sensitization on prohibition of SEA, health and safety.

As stated in the Purchaser's Requirements or as instructed by the Project Manager, the Supplier shall also allow appropriate opportunities for the relevant personnel to be trained on any applicable environmental and social aspects of the Contract by the Purchaser's personnel and/or other personnel assigned by the Purchaser.

9.13 Stakeholder engagements

The Supplier shall provide relevant contract-related information, as the Purchaser and/or Project Manager may reasonably request to conduct contract stakeholder engagement. "Stakeholder" refers to individuals or groups who:

- (a) are affected or likely to be affected by the Contract;
and
- (b) may have an interest in the Contract.

The Supplier may also directly participate in contract stakeholder engagements, as the Purchaser and/or Project Manager may reasonably request.

9.14 Forced Labor

The Supplier, including its Subcontractors, shall not employ or engage forced labour. Forced labour consists of any work or service, not voluntarily performed, that is exacted from an individual under threat of force or penalty, and includes any kind of involuntary or compulsory labour, such as indentured labour, bonded labour or similar labour-contracting arrangements.

No persons shall be employed or engaged who have been subject to trafficking. Trafficking in persons is defined as the recruitment, transportation, transfer, harbouring or receipt of persons by means of the threat or use of force or other forms of coercion, abduction, fraud, deception, abuse of power, or of a position of vulnerability, or of the giving or receiving of payments or benefits to achieve the consent of a person having control over another person, for the purposes of exploitation.

9.15 Child Labor

The Supplier, including its Subcontractors, shall not employ or engage a child under the age of 14 unless the national law specifies a higher age (the minimum age).

The Supplier, including its Subcontractors, shall not employ or engage a child between the minimum age and the age of 18 in a manner that is likely to be hazardous, or to interfere with, the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral, or social development.

The Supplier, including its Subcontractors, shall only employ or engage children between the minimum age and the age of 18 after an appropriate risk assessment has been conducted by the Supplier with the Project Manager's consent. The Supplier shall be subject to regular monitoring by the Project Manager that includes monitoring of health, working conditions and hours of work.

Work considered hazardous for children is work that, by its nature or the circumstances in which it is carried out, is likely to jeopardize the health, safety, or morals of children. Such work activities prohibited for children include work:

- (a) with exposure to physical, psychological or sexual abuse;
- (b) underground, underwater, working at heights or in confined spaces;
- (c) with dangerous machinery, equipment or tools, or involving handling or transport of heavy loads;
- (d) in unhealthy environments exposing children to hazardous substances, agents, or processes, or to temperatures, noise or vibration damaging to health; or

- (e) under difficult conditions such as work for long hours, during the night or in confinement on the premises of the employer.

9.16 Non-Discrimination and Equal Opportunity

The Supplier shall not make decisions relating to the employment or treatment of personnel for the execution of the Contract on the basis of personal characteristics unrelated to inherent job requirements. The Supplier shall base the employment of personnel for the execution of the Contract on the principle of equal opportunity and fair treatment, and shall not discriminate with respect to any aspects of the employment relationship, including recruitment and hiring, compensation (including wages and benefits), working conditions and terms of employment, access to training, job assignment, promotion, termination of employment or retirement, and disciplinary practices.

Special measures of protection or assistance to remedy past discrimination or selection for a particular job based on the inherent requirements of the job shall not be deemed discrimination. The Supplier shall provide protection and assistance as necessary to ensure non-discrimination and equal opportunity, including for specific groups such as women, people with disabilities, migrant workers and children (of working age in accordance with GCC Clause 9.15).

9.17 Personnel Grievance Mechanism

The Supplier shall have a grievance mechanism for personnel employed in the execution of the Contract to raise workplace concerns. The grievance mechanism shall be proportionate to the nature, scale, risks and impacts of the Contract. The grievance mechanism may utilize existing grievance mechanisms, provided that they are properly designed and implemented, address concerns promptly, and are readily accessible to such personnel.

9.18 Security of the Project Site

If stated in the SCC, the Supplier shall be responsible for the security at the Project Site/s including providing and maintaining at its own expense all lighting, fencing, and watching when and where necessary for the proper execution and the protection of the locations, or for the safety of the owners and occupiers of adjacent property and for the safety of the public.

In making security arrangements, the Supplier shall be guided by applicable laws and any other requirements that may be stated in the Purchaser's Requirements.

The Supplier shall (i) conduct appropriate background checks on any personnel retained to provide security; (ii) train the security personnel adequately (or determine that they are properly trained) in the use of force (and where applicable, firearms), and appropriate conduct towards the Supplier's and its Subcontractors' personnel, Purchaser's personnel and affected communities; and (iii) require the security personnel to act within the applicable Laws and any requirements set out in the Purchaser's Requirements.

The Supplier shall not permit any use of force by security personnel in providing security except when used for preventive and defensive purposes in proportion to the nature and extent of the threat.

9.19 Recruitment of Persons

The Supplier shall not recruit, or attempt to recruit, either on limited time or permanent basis or through any other contractual agreement, staff and labor from amongst the Purchaser's Personnel.

9.20 **Unless otherwise specified in the SCC** the Supplier shall have no other Supplier responsibilities.

10. Purchaser's Responsibilities

10.1 The Purchaser shall ensure the accuracy of all information and/or data to be supplied by the Purchaser to the Supplier, except when otherwise expressly stated in the Contract.

10.2 The Purchaser shall be responsible for timely provision of all resources, information, and decision making under its control that are necessary to reach an Agreed Project Plan (pursuant to GCC Clause 19.2) within the time schedule specified in the Implementation Schedule. Failure to provide such resources, information, and decision making may constitute grounds for Termination pursuant to GCC Clause 41.3.1 (b).

10.3 The Purchaser shall be responsible for acquiring and providing legal and physical possession of the site and access to it, and for providing possession of and access to all other areas reasonably required for the proper execution of the Contract.

10.4 If requested by the Supplier, the Purchaser shall use its best endeavors to assist the Supplier in obtaining in a timely and

- expeditious manner all permits, approvals, and/or licenses necessary for the execution of the Contract from all local, state, or national government authorities or public service undertakings that such authorities or undertakings require the Supplier or Subcontractors or the personnel of the Supplier or Subcontractors, as the case may be, to obtain.
- 10.5 In such cases where the responsibilities of specifying and acquiring or upgrading telecommunications and/or electric power services falls to the Supplier, as specified in the Technical Requirements, SCC, Agreed Project Plan, or other parts of the Contract, the Purchaser shall use its best endeavors to assist the Supplier in obtaining such services in a timely and expeditious manner.
- 10.6 The Purchaser shall be responsible for timely provision of all resources, access, and information necessary for the Installation and Operational Acceptance of the System (including, but not limited to, any required telecommunications or electric power services), as identified in the Agreed Project Plan, except where provision of such items is explicitly identified in the Contract as being the responsibility of the Supplier. Delay by the Purchaser may result in an appropriate extension of the Time for Operational Acceptance, at the Supplier's discretion.
- 10.7 Unless otherwise specified in the Contract or agreed upon by the Purchaser and the Supplier, the Purchaser shall provide sufficient, properly qualified operating and technical personnel, as required by the Supplier to properly carry out Delivery, Pre-commissioning, Installation, Commissioning, and Operational Acceptance, at or before the time specified in the Implementation Schedule and the Agreed Project Plan.
- 10.8 The Purchaser will designate appropriate staff for the training courses to be given by the Supplier and shall make all appropriate logistical arrangements for such training as specified in the Technical Requirements, SCC, the Agreed Project Plan, or other parts of the Contract.
- 10.9 The Purchaser assumes primary responsibility for the Operational Acceptance Test(s) for the System, in accordance with GCC Clause 27.2, and shall be responsible for the continued operation of the System after Operational Acceptance. However, this shall not limit in any way the Supplier's responsibilities after the date of Operational Acceptance otherwise specified in the Contract.

- 10.10 The Purchaser is responsible for performing and safely storing timely and regular backups of its data and Software in accordance with accepted data management principles, except where such responsibility is clearly assigned to the Supplier elsewhere in the Contract.
- 10.11 All costs and expenses involved in the performance of the obligations under this GCC Clause 10 shall be the responsibility of the Purchaser, save those to be incurred by the Supplier with respect to the performance of the Operational Acceptance Test(s), in accordance with GCC Clause 27.2.
- 10.12 **Unless otherwise specified in the SCC** the Purchaser shall have no other Purchaser responsibilities.

C. PAYMENT

- | | |
|-----------------------------|--|
| 11. Contract Price | <p>11.1 The Contract Price shall be as specified in Article 2 (Contract Price and Terms of Payment) of the Contract Agreement.</p> <p>11.2 Unless an adjustment clause is provided for in the SCC, the Contract Price shall be a firm lump sum not subject to any alteration, except in the event of a Change in the System pursuant to GCC Clause 39 or to other clauses in the Contract;</p> <p>11.3 The Supplier shall be deemed to have satisfied itself as to the correctness and sufficiency of the Contract Price, which shall, except as otherwise provided for in the Contract, cover all its obligations under the Contract.</p> |
| 12. Terms of Payment | <p>12.1 The Supplier's request for payment shall be made to the Purchaser in writing, accompanied by an invoice describing, as appropriate, the System or Subsystem(s), Delivered, Pre-commissioned, Installed, and Operationally Accepted, and by documents submitted pursuant to GCC Clause 22.5 and upon fulfillment of other obligations stipulated in the Contract.</p> <p style="padding-left: 40px;">The Contract Price shall be paid as specified in the SCC.</p> <p>12.2 No payment made by the Purchaser herein shall be deemed to constitute acceptance by the Purchaser of the System or any Subsystem(s).</p> <p>12.3 Payments shall be made promptly by the Purchaser, but in no case later than forty five (45) days after submission of a</p> |

valid invoice by the Supplier. In the event that the Purchaser fails to make any payment by its respective due date or within the period set forth in the Contract, the Purchaser shall pay to the Supplier interest on the amount of such delayed payment at the rate(s) **specified in the SCC** for the period of delay until payment has been made in full, whether before or after judgment or arbitration award.

12.4 Payments shall be made in the currency (ies) specified in the Contract Agreement, pursuant to GCC Clause 11. For Goods and Services supplied locally, payments shall be made **as specified in the SCC**.

12.5 **Unless otherwise specified in the SCC**, payment of the foreign currency portion of the Contract Price for Goods supplied from outside the Purchaser's Country shall be made to the Supplier through an irrevocable letter of credit opened by an authorized bank in the Supplier's Country and will be payable on presentation of the appropriate documents. It is agreed that the letter of credit will be subject to Article 10 of the latest revision of *Uniform Customs and Practice for Documentary Credits*, published by the International Chamber of Commerce, Paris.

13. Securities

13.1 Issuance of Securities

The Supplier shall provide the securities specified below in favor of the Purchaser at the times and in the amount, manner, and form specified below.

13.2 Advance Payment Security

13.2.1 The Supplier shall provide within twenty-eight (28) days of the notification of Contract award an Advance Payment Security in the amount and currency of the Advance Payment specified in SCC for GCC Clause 12.1 above and valid until the System is Operationally Accepted.

13.2.2 The security shall be in the form provided in the bidding documents or in another form acceptable to the Purchaser. The amount of the security shall be reduced in proportion to the value of the System executed by and paid to the Supplier from time to time and shall automatically become null and void when the full amount of the advance payment has been recovered by the Purchaser. **Unless otherwise specified in the SCC**, the reduction in value and expiration of the Advance Payment Security are calculated as follows:

$P*a/(100-a)$, where “P” is the sum of all payments effected so far to the Supplier (excluding the Advance Payment), and “a” is the Advance Payment expressed as a percentage of the Contract Price pursuant to the SCC for GCC Clause 12.1.

The security shall be returned to the Supplier immediately after its expiration.

13.3 Performance Security

13.3.1 The Supplier shall, within twenty-eight (28) days of the notification of Contract award, provide a security for the due performance of the Contract in the amount and currency **specified in the SCC**.

13.3.2 The security shall be a bank guarantee in the form provided in the Sample Contractual Forms Section of the bidding documents, or it shall be in another form acceptable to the Purchaser.

13.3.3 The security shall automatically become null and void once all the obligations of the Supplier under the Contract have been fulfilled, including, but not limited to, any obligations during the Warranty Period and any extensions to the period. The security shall be returned to the Supplier no later than twenty-eight (28) days after its expiration.

13.3.4 Upon Operational Acceptance of the entire System, the security shall be reduced to the amount **specified in the SCC**, on the date of the Operational Acceptance, so that the reduced security would only cover the remaining warranty obligations of the Supplier.

14. Taxes and Duties 14.1

For Goods or Services supplied from outside the Purchaser’s country, the Supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the Purchaser’s country. Any duties, such as importation or customs duties, and taxes and other levies, payable in the Purchaser’s country for the supply of Goods and Services from outside the Purchaser’s country are the responsibility of the Purchaser unless these duties or taxes have been made part of the Contract Price in Article 2 of the Contract Agreement and the Price Schedule it refers to, in which case the duties and taxes will be the Supplier’s responsibility.

- 14.2 For Goods or Services supplied locally, the Supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods or Services to the Purchaser. The only exception are taxes or duties, such as value-added or sales tax or stamp duty as apply to, or are clearly identifiable, on the invoices and provided they apply in the Purchaser's country, and only if these taxes, levies and/or duties are also excluded from the Contract Price in Article 2 of the Contract Agreement and the Price Schedule it refers to.
- 14.3 If any tax exemptions, reductions, allowances, or privileges may be available to the Supplier in the Purchaser's Country, the Purchaser shall use its best efforts to enable the Supplier to benefit from any such tax savings to the maximum allowable extent.
- 14.4 For the purpose of the Contract, it is agreed that the Contract Price specified in Article 2 (Contract Price and Terms of Payment) of the Contract Agreement is based on the taxes, duties, levies, and charges prevailing at the date twenty-eight (28) days prior to the date of bid submission in the Purchaser's Country (also called "Tax" in this GCC Clause 14.4). If any Tax rates are increased or decreased, a new Tax is introduced, an existing Tax is abolished, or any change in interpretation or application of any Tax occurs in the course of the performance of the Contract, which was or will be assessed on the Supplier, its Subcontractors, or their employees in connection with performance of the Contract, an equitable adjustment to the Contract Price shall be made to fully take into account any such change by addition to or reduction from the Contract Price, as the case may be.

D. INTELLECTUAL PROPERTY

15. Copyright

- 15.1 The Intellectual Property Rights in all Standard Software and Standard Materials shall remain vested in the owner of such rights.
- 15.2 The Purchaser agrees to restrict use, copying, or duplication of the Standard Software and Standard Materials in accordance with GCC Clause 16, except that additional copies of Standard Materials may be made by the Purchaser for use within the scope of the project of which the System is a part, in the event that the Supplier does not deliver

copies within thirty (30) days from receipt of a request for such Standard Materials.

- 15.3 The Purchaser's contractual rights to use the Standard Software or elements of the Standard Software may not be assigned, licensed, or otherwise transferred voluntarily except in accordance with the relevant license agreement or **unless otherwise specified in the SCC** to a legally constituted successor organization (e.g., a reorganization of a public entity formally authorized by the government or through a merger or acquisition of a private entity).
- 15.4 **Unless otherwise specified in the SCC**, the Intellectual Property Rights in all Custom Software and Custom Materials specified in Appendices 4 and 5 of the Contract Agreement (if any) shall, at the date of this Contract or on creation of the rights (if later than the date of this Contract), vest in the Purchaser. The Supplier shall do and execute or arrange for the doing and executing of each necessary act, document, and thing (as legally sufficient) that the Purchaser may consider necessary or desirable to perfect the right, title, and interest of the Purchaser in and to those rights. In respect of such Custom Software and Custom Materials, the Supplier shall ensure that the holder of a moral right in such an item does not assert it, and the Supplier shall, if requested to do so by the Purchaser and where permitted by applicable law, ensure that the holder of such a moral right waives it.
- 15.5 **Unless otherwise specified in the SCC**, escrow arrangements shall NOT be required.

16. Software License Agreements

- 16.1 Except to the extent that the Intellectual Property Rights in the Software vest in the Purchaser, the Supplier hereby grants to the Purchaser license to access and use the Software, including all inventions, designs, and marks embodied in the Software.

Such license to access and use the Software shall:

- (a) be:
- (i) nonexclusive;
 - (ii) fully paid up and irrevocable (except that it shall terminate if the Contract terminates under GCC Clauses 41.1 or 41.3);

- (iii) **unless otherwise specified in the SCC** valid throughout the territory of the Purchaser's Country;
 - (iv) **unless otherwise specified in the SCC** subject to NO additional restrictions.
- (b) permit the Software to be:
- (i) used or copied for use on or with the computer(s) for which it was acquired (if specified in the Technical Requirements and/or the Supplier's bid), plus a backup computer(s) of the same or similar capacity, if the primary is(are) inoperative, and during a reasonable transitional period when use is being transferred between primary and backup;
 - (ii) used or copied for use on or transferred to a replacement computer(s), (and use on the original and replacement computer(s) may be simultaneous during a reasonable transitional period) provided that, if the Technical Requirements and/or the Supplier's bid specifies a class of computer to which the license is restricted, the replacement computer(s) is(are) within that class;
 - (iii) if the nature of the System is such as to permit such access, accessed from other computers connected to the primary and/or backup computer(s) by means of a local or wide-area network or similar arrangement, and used on or copied for use on those other computers to the extent necessary to that access;
 - (iv) reproduced for safekeeping or backup purposes;
 - (v) customized, adapted, or combined with other computer software for use by the Purchaser, provided that derivative software incorporating any substantial part of the delivered, restricted Software shall be subject to same restrictions as are set forth in this Contract;
 - (vi) **unless otherwise specified in the SCC**, disclosed to, and reproduced for use by, support service suppliers and their subcontractors, to the extent reasonably necessary to the performance of their support service contracts, subject to the same restrictions as are set forth in this Contract; and

(vii) **unless otherwise specified in the SCC** disclosed to, and reproduced for use by, NO other parties.

16.2 The Supplier has the right to audit the Standard Software to verify compliance with the above license agreements. **Unless otherwise specified in the SCC**, the Purchaser will make available to the Supplier, within seven (7) days of a written request, accurate and up-to-date records of the number and location of copies, the number of authorized users, or any other relevant data required to demonstrate use of the Standard Software as per the license agreement. If and only if, expressly agreed in writing between the Purchaser and the Supplier, Purchaser will allow, under a pre-specified agreed procedure, the execution of embedded software functions under Supplier's control, and unencumbered transmission of resulting information on software usage.

17. Confidential Information

17.1 **Unless otherwise specified in the SCC**, the "Receiving Party" (either the Purchaser or the Supplier) shall keep confidential and shall not, without the written consent of the other party to this Contract ("the Disclosing Party"), divulge to any third party any documents, data, or other information of a confidential nature ("Confidential Information") connected with this Contract, and furnished directly or indirectly by the Disclosing Party prior to or during performance, or following termination, of this Contract.

17.2 For the purposes of GCC Clause 17.1, the Supplier is also deemed to be the Receiving Party of Confidential Information generated by the Supplier itself in the course of the performance of its obligations under the Contract and relating to the businesses, finances, suppliers, employees, or other contacts of the Purchaser or the Purchaser's use of the System.

17.3 Notwithstanding GCC Clauses 17.1 and 17.2:

- (a) the Supplier may furnish to its Subcontractor Confidential Information of the Purchaser to the extent reasonably required for the Subcontractor to perform its work under the Contract; and
- (b) the Purchaser may furnish Confidential Information of the Supplier: (i) to its support service suppliers and their subcontractors to the extent reasonably required for them to perform their work under their

support service contracts; and (ii) to its affiliates and subsidiaries,

in which event the Receiving Party shall ensure that the person to whom it furnishes Confidential Information of the Disclosing Party is aware of and abides by the Receiving Party's obligations under this GCC Clause 17 as if that person were party to the Contract in place of the Receiving Party.

- 17.4 The Purchaser shall not, without the Supplier's prior written consent, use any Confidential Information received from the Supplier for any purpose other than the operation, maintenance and further development of the System. Similarly, the Supplier shall not, without the Purchaser's prior written consent, use any Confidential Information received from the Purchaser for any purpose other than those that are required for the performance of the Contract.
- 17.5 The obligation of a party under GCC Clauses 17.1 through 17.4 above, however, shall not apply to that information which:
- (a) now or hereafter enters the public domain through no fault of the Receiving Party;
 - (b) can be proven to have been possessed by the Receiving Party at the time of disclosure and that was not previously obtained, directly or indirectly, from the Disclosing Party;
 - (c) otherwise lawfully becomes available to the Receiving Party from a third party that has no obligation of confidentiality;
 - (d) is being provided to the Bank.
- 17.6 The above provisions of this GCC Clause 17 shall not in any way modify any undertaking of confidentiality given by either of the parties to this Contract prior to the date of the Contract in respect of the System or any part thereof.
- 17.7 **Unless otherwise specified in the SCC**, the provisions of this GCC Clause 17 shall survive the termination, for whatever reason, of the Contract for three (3) years.

E. SUPPLY, INSTALLATION, TESTING, COMMISSIONING, AND ACCEPTANCE OF THE SYSTEM

18. Representatives 18.1 Project Manager

If the Project Manager is not named in the Contract, then within fourteen (14) days of the Effective Date, the Purchaser shall appoint and notify the Supplier in writing of the name of the Project Manager. The Purchaser may from time to time appoint some other person as the Project Manager in place of the person previously so appointed and shall give a notice of the name of such other person to the Supplier without delay. No such appointment shall be made at such a time or in such a manner as to impede the progress of work on the System. Such appointment shall take effect only upon receipt of such notice by the Supplier. **Unless otherwise specified in the SCC** (if any), the Project Manager shall have the authority to represent the Purchaser on all day-to-day matters relating to the System or arising from the Contract, and shall normally be the person giving or receiving notices on behalf of the Purchaser pursuant to GCC Clause 4.

18.2 Supplier's Representative

18.2.1 If the Supplier's Representative is not named in the Contract, then within fourteen (14) days of the Effective Date, the Supplier shall appoint the Supplier's Representative and shall request the Purchaser in writing to approve the person so appointed. The request must be accompanied by a detailed curriculum vitae for the nominee, as well as a description of any other System or non-System responsibilities the nominee would retain while performing the duties of the Supplier's Representative. If the Purchaser does not object to the appointment within fourteen (14) days, the Supplier's Representative shall be deemed to have been approved. If the Purchaser objects to the appointment within fourteen (14) days giving the reason therefor, then the Supplier shall appoint a replacement within fourteen (14) days of such objection in accordance with this GCC Clause 18.2.1.

18.2.2 **Unless otherwise specified in the SCC** (if any), the Supplier's Representative shall have the authority to represent the Supplier on all day-to-day matters relating to the System or arising from the Contract, and shall

normally be the person giving or receiving notices on behalf of the Supplier pursuant to GCC Clause 4.

18.2.3 The Supplier shall not revoke the appointment of the Supplier's Representative without the Purchaser's prior written consent, which shall not be unreasonably withheld. If the Purchaser consents to such an action, the Supplier shall appoint another person of equal or superior qualifications as the Supplier's Representative, pursuant to the procedure set out in GCC Clause 18.2.1.

18.2.4 The Supplier's Representative and staff are obliged to work closely with the Purchaser's Project Manager and staff, act within their own authority, and abide by directives issued by the Purchaser that are consistent with the terms of the Contract. The Supplier's Representative is responsible for managing the activities of its personnel and any subcontracted personnel.

18.2.5 The Supplier's Representative may, subject to the approval of the Purchaser (which shall not be unreasonably withheld), at any time delegate to any person any of the powers, functions, and authorities vested in him or her. Any such delegation may be revoked at any time. Any such delegation or revocation shall be subject to a prior notice signed by the Supplier's Representative and shall specify the powers, functions, and authorities thereby delegated or revoked. No such delegation or revocation shall take effect unless and until the notice of it has been delivered.

18.2.6 Any act or exercise by any person of powers, functions and authorities so delegated to him or her in accordance with GCC Clause 18.2.5 shall be deemed to be an act or exercise by the Supplier's Representative.

18.3 Removal of Supplier's and Subcontractors' Personnel

18.3.1 The Project Manager may require the Supplier to remove (or cause to be removed) the Supplier's Representative or any other person employed by the Supplier in the execution of the Contract, who:

- (a) persists in any misconduct or lack of care;
- (b) carries out duties incompetently or negligently;
- (c) fails to comply with any provision of the Contract;

- (d) persists in any conduct which is prejudicial to safety, health, or the protection of the environment;
- (e) based on reasonable evidence, is determined to have engaged in Fraud and Corruption during the execution of the Contract;
- (f) has been recruited from the Purchaser's Personnel;
- (g) engages in any other behaviour which breaches the Code of Conduct, as applicable;

If appropriate, the Supplier shall then promptly appoint (or cause to be appointed) a suitable replacement with equivalent skills and experience.

Notwithstanding any requirement from the Project Manager to remove or cause to remove any person, the Supplier shall take immediate action as appropriate in response to any violation of (a) through (g) above. Such immediate action shall include removing (or causing to be removed) from work on the System, any person Employed by the Supplier in the execution of the Contract who engages in (a), (b), (c), (d), (e) or (g) above or has been recruited as stated in (f) above.

18.3.2 If any representative or person employed by the Supplier is removed in accordance with GCC Clause 18.3.1, the Supplier shall, where required, promptly appoint a suitable replacement with equivalent skills and experience.

19. Project Plan

- 19.1 In close cooperation with the Purchaser and based on the Preliminary Project Plan included in the Supplier's bid, the Supplier shall develop a Project Plan encompassing the activities specified in the Contract. The contents of the Project Plan shall be as **specified in the SCC** and/or Technical Requirements.
- 19.2 **Unless otherwise specified in the SCC**, within thirty (30) days from the Effective Date of the Contract, the Supplier shall present a Project Plan to the Purchaser. The Purchaser shall, within fourteen (14) days of receipt of the Project Plan, notify the Supplier of any respects in which it considers that the Project Plan does not adequately ensure that the proposed program of work, proposed methods, and/or proposed Information Technologies will satisfy the Technical Requirements and/or the SCC (in this Clause

- 19.2 called “non-conformities” below). The Supplier shall, within five (5) days of receipt of such notification, correct the Project Plan and resubmit to the Purchaser. The Purchaser shall, within five (5) days of resubmission of the Project Plan, notify the Supplier of any remaining non-conformities. This procedure shall be repeated as necessary until the Project Plan is free from non-conformities. When the Project Plan is free from non-conformities, the Purchaser shall provide confirmation in writing to the Supplier. This approved Project Plan (“the Agreed Project Plan”) shall be contractually binding on the Purchaser and the Supplier.
- 19.3 If required, the impact on the Implementation Schedule of modifications agreed during finalization of the Agreed Project Plan shall be incorporated in the Contract by amendment, in accordance with GCC Clauses 39 and 40.
- 19.4 The Supplier shall undertake to supply, install, test, and commission the System in accordance with the Agreed Project Plan and the Contract.
- 19.5 **Unless otherwise specified in the SCC**, the Supplier shall submit to the Purchaser Monthly Progress Reports summarizing:
- (i) results accomplished during the prior period;
 - (ii) cumulative deviations to date from schedule of progress milestones as specified in the Agreed Project Plan;
 - (iii) corrective actions to be taken to return to planned schedule of progress; proposed revisions to planned schedule;
 - (iv) other issues and outstanding problems; proposed actions to be taken;
 - (v) resources that the Supplier expects to be provided by the Purchaser and/or actions to be taken by the Purchaser in the next reporting period;
 - (vi) status of compliance to environmental and social requirements, as applicable;
 - (vii) other issues or potential problems the Supplier foresees that could impact on project progress and/or effectiveness.
- 19.6 The Supplier shall submit to the Purchaser other (periodic) reports as specified in the SCC.

19.7 Immediate Reporting requirement

The Supplier shall inform the Project Manager immediately of any allegation, incident or accident in Project Site/s, which has or is likely to have a significant adverse effect on the environment, the affected communities, the public, Purchaser's personnel, Supplier's or Subcontractors' personnel. This includes, but is not limited to, any incident or accident causing fatality or serious injury; significant adverse effects or damage to private property; or any allegation of SEA and/or SH. In case of SEA and/or SH, while maintaining confidentiality as appropriate, the type of allegation (sexual exploitation, sexual abuse or sexual harassment), gender and age of the person who experienced the alleged incident should be included in the information. The Supplier shall provide full details of such incidents or accidents to the Project Manager within the timeframe agreed with the Purchaser.

The Purchaser shall require its Subcontractors to immediately notify it of any incidents or accidents referred to in this Sub- Clause.

20. Subcontracting

20.1 Appendix 3 (List of Approved Subcontractors) to the Contract Agreement specifies critical items of supply or services and a list of Subcontractors for each item that are considered acceptable by the Purchaser. If no Subcontractors are listed for an item, the Supplier shall prepare a list of Subcontractors it considers qualified and wishes to be added to the list for such items. The Supplier may from time to time propose additions to or deletions from any such list. The Supplier shall submit any such list or any modification to the list to the Purchaser for its approval in sufficient time so as not to impede the progress of work on the System. The Purchaser shall not withhold such approval unreasonably. Such approval by the Purchaser of a Subcontractor(s) shall not relieve the Supplier from any of its obligations, duties, or responsibilities under the Contract.

20.2 The Supplier may, at its discretion, select and employ Subcontractors for such critical items from those Subcontractors listed pursuant to GCC Clause 20.1. If the Supplier wishes to employ a Subcontractor not so listed, or subcontract an item not so listed, it must seek the Purchaser's prior approval under GCC Clause 20.3.

- 20.3 For items for which pre-approved Subcontractor lists have not been specified in Appendix 3 to the Contract Agreement, the Supplier may employ such Subcontractors as it may select, provided: (i) the Supplier notifies the Purchaser in writing at least twenty-eight (28) days prior to the proposed mobilization date for such Subcontractor; and (ii) by the end of this period either the Purchaser has granted its approval in writing or fails to respond. The Supplier shall not engage any Subcontractor to which the Purchaser has objected in writing prior to the end of the notice period. The absence of a written objection by the Purchaser during the above specified period shall constitute formal acceptance of the proposed Subcontractor. Except to the extent that it permits the deemed approval of the Purchaser of Subcontractors not listed in the Contract Agreement, nothing in this Clause, however, shall limit the rights and obligations of either the Purchaser or Supplier as they are specified in GCC Clauses 20.1 and 20.2, or in Appendix 3 of the Contract Agreement.

21. Design and Engineering

21.1 Technical Specifications and Drawings

- 21.1.1 The Supplier shall execute the basic and detailed design and the implementation activities necessary for successful installation of the System in compliance with the provisions of the Contract or, where not so specified, in accordance with good industry practice.

The Supplier shall be responsible for any discrepancies, errors or omissions in the specifications, drawings, and other technical documents that it has prepared, whether such specifications, drawings, and other documents have been approved by the Project Manager or not, provided that such discrepancies, errors, or omissions are not because of inaccurate information furnished in writing to the Supplier by or on behalf of the Purchaser.

- 21.1.2 The Supplier shall be entitled to disclaim responsibility for any design, data, drawing, specification, or other document, or any modification of such design, drawings, specification, or other documents provided or designated by or on behalf of the Purchaser, by giving a notice of such disclaimer to the Project Manager.

21.2 Codes and Standards

Wherever references are made in the Contract to codes and standards in accordance with which the Contract shall be

executed, the edition or the revised version of such codes and standards current at the date twenty-eight (28) days prior to date of bid submission shall apply. During Contract execution, any changes in such codes and standards shall be applied after approval by the Purchaser and shall be treated in accordance with GCC Clause 39.3.

21.3 Approval/Review of Controlling Technical Documents by the Project Manager

21.3.1 **Unless otherwise specified in the SCC**, there will NO Controlling Technical Documents required. However, **if the SCC specifies** Controlling Technical Documents, the Supplier shall prepare and furnish such documents for the Project Manager's approval or review.

Any part of the System covered by or related to the documents to be approved by the Project Manager shall be executed only after the Project Manager's approval of these documents.

GCC Clauses 21.3.2 through 21.3.7 shall apply to those documents requiring the Project Manager's approval, but not to those furnished to the Project Manager for its review only.

21.3.2 Within fourteen (14) days after receipt by the Project Manager of any document requiring the Project Manager's approval in accordance with GCC Clause 21.3.1, the Project Manager shall either return one copy of the document to the Supplier with its approval endorsed on the document or shall notify the Supplier in writing of its disapproval of the document and the reasons for disapproval and the modifications that the Project Manager proposes. If the Project Manager fails to take such action within the fourteen (14) days, then the document shall be deemed to have been approved by the Project Manager.

21.3.3 The Project Manager shall not disapprove any document except on the grounds that the document does not comply with some specified provision of the Contract or that it is contrary to good industry practice.

21.3.4 If the Project Manager disapproves the document, the Supplier shall modify the document and resubmit it for the Project Manager's approval in accordance with GCC Clause 21.3.2. If the Project Manager approves the document subject to modification(s), the Supplier

shall make the required modification(s), and the document shall then be deemed to have been approved, subject to GCC Clause 21.3.5. The procedure set out in GCC Clauses 21.3.2 through 21.3.4 shall be repeated, as appropriate, until the Project Manager approves such documents.

21.3.5 If any dispute occurs between the Purchaser and the Supplier in connection with or arising out of the disapproval by the Project Manager of any document and/or any modification(s) to a document that cannot be settled between the parties within a reasonable period, then, in case the Contract Agreement includes and names an Adjudicator, such dispute may be referred to the Adjudicator for determination in accordance with GCC Clause 43.1 (Adjudication). If such dispute is referred to an Adjudicator, the Project Manager shall give instructions as to whether and if so, how, performance of the Contract is to proceed. The Supplier shall proceed with the Contract in accordance with the Project Manager's instructions, provided that if the Adjudicator upholds the Supplier's view on the dispute and if the Purchaser has not given notice under GCC Clause 43.1.2, then the Supplier shall be reimbursed by the Purchaser for any additional costs incurred by reason of such instructions and shall be relieved of such responsibility or liability in connection with the dispute and the execution of the instructions as the Adjudicator shall decide, and the Time for Achieving Operational Acceptance shall be extended accordingly.

21.3.6 The Project Manager's approval, with or without modification of the document furnished by the Supplier, shall not relieve the Supplier of any responsibility or liability imposed upon it by any provisions of the Contract except to the extent that any subsequent failure results from modifications required by the Project Manager or inaccurate information furnished in writing to the Supplier by or on behalf of the Purchaser.

21.3.7 The Supplier shall not depart from any approved document unless the Supplier has first submitted to the Project Manager an amended document and obtained the Project Manager's approval of the document, pursuant to the provisions of this GCC Clause 21.3. If the Project Manager requests any change in any already

approved document and/or in any document based on such an approved document, the provisions of GCC Clause 39 (Changes to the System) shall apply to such request.

22. Procurement, Delivery, and Transport

22.1 Subject to related Purchaser's responsibilities pursuant to GCC Clauses 10 and 14, the Supplier shall manufacture or procure and transport all the Information Technologies, Materials, and other Goods in an expeditious and orderly manner to the Project Site.

22.2 Delivery of the Information Technologies, Materials, and other Goods shall be made by the Supplier in accordance with the Technical Requirements.

22.3 Early or partial deliveries require the explicit written consent of the Purchaser, which consent shall not be unreasonably withheld.

22.4 Transportation

22.4.1 The Supplier shall provide such packing of the Goods as is required to prevent their damage or deterioration during shipment. The packing, marking, and documentation within and outside the packages shall comply strictly with the Purchaser's instructions to the Supplier.

22.4.2 The Supplier will bear responsibility for and cost of transport to the Project Sites in accordance with the terms and conditions used in the specification of prices in the Price Schedules, including the terms and conditions of the associated Incoterms.

22.4.3 **Unless otherwise specified in the SCC**, the Supplier shall be free to use transportation through carriers registered in any eligible country and to obtain insurance from any eligible source country.

22.5 **Unless otherwise specified in the SCC**, the Supplier will provide the Purchaser with shipping and other documents, as specified below:

22.5.1 For Goods supplied from outside the Purchaser's Country:

Upon shipment, the Supplier shall notify the Purchaser and the insurance company contracted by the Supplier to provide cargo insurance by cable, facsimile, electronic mail, or EDI with the full details of the shipment. The Supplier shall promptly send the

following documents to the Purchaser by mail or courier, as appropriate, with a copy to the cargo insurance company:

- (a) two copies of the Supplier's invoice showing the description of the Goods, quantity, unit price, and total amount;
- (b) usual transportation documents;
- (c) insurance certificate;
- (d) certificate(s) of origin; and
- (e) estimated time and point of arrival in the Purchaser's Country and at the site.

22.5.2 For Goods supplied locally (i.e., from within the Purchaser's country):

Upon shipment, the Supplier shall notify the Purchaser by cable, facsimile, electronic mail, or EDI with the full details of the shipment. The Supplier shall promptly send the following documents to the Purchaser by mail or courier, as appropriate:

- (a) two copies of the Supplier's invoice showing the Goods' description, quantity, unit price, and total amount;
- (b) delivery note, railway receipt, or truck receipt;
- (c) certificate of insurance;
- (d) certificate(s) of origin; and
- (e) estimated time of arrival at the site.

22.6 Customs Clearance

- (a) The Purchaser will bear responsibility for, and cost of, customs clearance into the Purchaser's country in accordance the particular Incoterm(s) used for Goods supplied from outside the Purchaser's country in the Price Schedules referred to by Article 2 of the Contract Agreement.
- (b) At the request of the Purchaser, the Supplier will make available a representative or agent during the process of customs clearance in the Purchaser's country for goods supplied from outside the Purchaser's country. In the event of delays in customs clearance that are not the fault of the Supplier:

- (i) the Supplier shall be entitled to an extension in the Time for Achieving Operational Acceptance, pursuant to GCC Clause 40;
- (ii) the Contract Price shall be adjusted to compensate the Supplier for any additional storage charges that the Supplier may incur as a result of the delay.

23. Product Upgrades

- 23.1 At any point during performance of the Contract, should technological advances be introduced by the Supplier for Information Technologies originally offered by the Supplier in its bid and still to be delivered, the Supplier shall be obligated to offer to the Purchaser the latest versions of the available Information Technologies having equal or better performance or functionality at the same or lesser unit prices, pursuant to GCC Clause 39 (Changes to the System).
- 23.2 At any point during performance of the Contract, for Information Technologies still to be delivered, the Supplier will also pass on to the Purchaser any cost reductions and additional and/or improved support and facilities that it offers to other clients of the Supplier in the Purchaser's Country, pursuant to GCC Clause 39 (Changes to the System).
- 23.3 During performance of the Contract, the Supplier shall offer to the Purchaser all new versions, releases, and updates of Standard Software, as well as related documentation and technical support services, within thirty (30) days of their availability from the Supplier to other clients of the Supplier in the Purchaser's Country, and no later than twelve (12) months after they are released in the country of origin. In no case will the prices for these Software exceed those quoted by the Supplier in the Recurrent Costs tables in its bid.
- 23.4 **Unless otherwise specified in the SCC**, during the Warranty Period, the Supplier will provide at no additional cost to the Purchaser all new versions, releases, and updates for all Standard Software that are used in the System, within thirty (30) days of their availability from the Supplier to other clients of the Supplier in the Purchaser's country, and no later than twelve (12) months after they are released in the country of origin of the Software.
- 23.5 The Purchaser shall introduce all new versions, releases or updates of the Software within eighteen (18) months of

receipt of a production-ready copy of the new version, release, or update, provided that the new version, release, or update does not adversely affect System operation or performance or require extensive reworking of the System. In cases where the new version, release, or update adversely affects System operation or performance, or requires extensive reworking of the System, the Supplier shall continue to support and maintain the version or release previously in operation for as long as necessary to allow introduction of the new version, release, or update. In no case shall the Supplier stop supporting or maintaining a version or release of the Software less than twenty four (24) months after the Purchaser receives a production-ready copy of a subsequent version, release, or update. The Purchaser shall use all reasonable endeavors to implement any new version, release, or update as soon as practicable, subject to the twenty-four-month-long stop date.

**24. Implementation,
Installation, and
Other Services**

- 24.1 The Supplier shall provide all Services specified in the Contract and Agreed Project Plan in accordance with the highest standards of professional competence and integrity.
- 24.2 Prices charged by the Supplier for Services, if not included in the Contract, shall be agreed upon in advance by the parties (including, but not restricted to, any prices submitted by the Supplier in the Recurrent Cost Schedules of its Bid) and shall not exceed the prevailing rates charged by the Supplier to other purchasers in the Purchaser's Country for similar services.

**25. Inspections and
Tests**

- 25.1 The Purchaser or its representative shall have the right to inspect and/or test any components of the System, as specified in the Technical Requirements, to confirm their good working order and/or conformity to the Contract at the point of delivery and/or at the Project Site.
- 25.2 The Purchaser or its representative shall be entitled to attend any such inspections and/or tests of the components, provided that the Purchaser shall bear all costs and expenses incurred in connection with such attendance, including but not limited to all inspection agent fees, travel, and related expenses.
- 25.3 Should the inspected or tested components fail to conform to the Contract, the Purchaser may reject the component(s), and the Supplier shall either replace the rejected component(s), or make alterations as necessary so that it

meets the Contract requirements free of cost to the Purchaser.

25.4 The Project Manager may require the Supplier to carry out any inspection and/or test not specified in the Contract, provided that the Supplier's reasonable costs and expenses incurred in the carrying out of such inspection and/or test shall be added to the Contract Price. Further, if such inspection and/or test impedes the progress of work on the System and/or the Supplier's performance of its other obligations under the Contract, due allowance will be made in respect of the Time for Achieving Operational Acceptance and the other obligations so affected.

25.5 If any dispute shall arise between the parties in connection with or caused by an inspection and/or with regard to any component to be incorporated in the System that cannot be settled amicably between the parties within a reasonable period of time, either party may invoke the process pursuant to GCC Clause 43 (Settlement of Disputes), starting with referral of the matter to the Adjudicator in case an Adjudicator is included and named in the Contract Agreement.

26. Installation of the System

26.1 As soon as the System, or any Subsystem, has, in the opinion of the Supplier, been delivered, Pre-commissioned, and made ready for Commissioning and Operational Acceptance Testing in accordance with the Technical Requirements, the SCC and the Agreed Project Plan, the Supplier shall so notify the Purchaser in writing.

26.2 The Project Manager shall, within fourteen (14) days after receipt of the Supplier's notice under GCC Clause 26.1, either issue an Installation Certificate in the form specified in the Sample Contractual Forms Section in the bidding documents, stating that the System, or major component or Subsystem (if Acceptance by major component or Subsystem is specified pursuant to the SCC for GCC Clause 27.2.1), has achieved Installation by the date of the Supplier's notice under GCC Clause 26.1, or notify the Supplier in writing of any defects and/or deficiencies, including, but not limited to, defects or deficiencies in the interoperability or integration of the various components and/or Subsystems making up the System. The Supplier shall use all reasonable endeavors to promptly remedy any defect and/or deficiencies that the Project Manager has notified the Supplier of. The Supplier shall then promptly carry out retesting of the System or Subsystem and, when

in the Supplier's opinion the System or Subsystem is ready for Commissioning and Operational Acceptance Testing, notify the Purchaser in writing, in accordance with GCC Clause 26.1. The procedure set out in this GCC Clause 26.2 shall be repeated, as necessary, until an Installation Certificate is issued.

- 26.3 If the Project Manager fails to issue the Installation Certificate and fails to inform the Supplier of any defects and/or deficiencies within fourteen (14) days after receipt of the Supplier's notice under GCC Clause 26.1, or if the Purchaser puts the System or a Subsystem into production operation, then the System (or Subsystem) shall be deemed to have achieved successful Installation as of the date of the Supplier's notice or repeated notice, or when the Purchaser put the System into production operation, as the case may be.

**27. Commissioning
and Operational
Acceptance**

27.1 Commissioning

27.1.1 Commissioning of the System (or Subsystem if specified pursuant to the SCC for GCC Clause 27.2.1) shall be commenced by the Supplier:

- (a) immediately after the Installation Certificate is issued by the Project Manager, pursuant to GCC Clause 26.2; or
- (b) as otherwise specified in the Technical Requirement or the Agreed Project Plan; or
- (c) Immediately after Installation is deemed to have occurred, under GCC Clause 26.3.

27.1.2 The Purchaser shall supply the operating and technical personnel and all materials and information reasonably required to enable the Supplier to carry out its obligations with respect to Commissioning.

Production use of the System or Subsystem(s) shall not commence prior to the start of formal Operational Acceptance Testing.

27.2 Operational Acceptance Tests

27.2.1 The Operational Acceptance Tests (and repeats of such tests) shall be the primary responsibility of the Purchaser (in accordance with GCC Clause 10.9), but shall be conducted with the full cooperation of the Supplier during Commissioning of the System (or major components or Subsystem[s]), to ascertain

whether the System (or major component or Subsystem[s]) conforms to the Technical Requirements and meets the standard of performance quoted in the Supplier's bid, including, but not restricted to, the functional and technical performance requirements. **Unless otherwise specified in the SCC**, the Operational Acceptance Tests during Commissioning will be conducted as specified in the Technical Requirements and/or the Agreed Project Plan.

At the Purchaser's discretion, Operational Acceptance Tests may also be performed on replacement Goods, upgrades and new version releases, and Goods that are added or field-modified after Operational Acceptance of the System.

27.2.2 If for reasons attributable to the Purchaser, the Operational Acceptance Test of the System (or Subsystem[s] or major components, pursuant to the SCC for GCC Clause 27.2.1) cannot be successfully completed within ninety (90) days from the date of Installation or any other period agreed upon in writing by the Purchaser and the Supplier, the Supplier shall be deemed to have fulfilled its obligations with respect to the technical and functional aspects of the Technical Specifications, SCC and/or the Agreed Project Plan, and GCC Clause 28.2 and 28.3 shall not apply.

27.3 Operational Acceptance

27.3.1 Subject to GCC Clause 27.4 (Partial Acceptance) below, Operational Acceptance shall occur in respect of the System, when

- (a) the Operational Acceptance Tests, as specified in the Technical Requirements, and/or SCC and/or the Agreed Project Plan have been successfully completed; or
- (b) the Operational Acceptance Tests have not been successfully completed or have not been carried out for reasons that are attributable to the Purchaser within the period from the date of Installation or any other agreed-upon period as specified in GCC Clause 27.2.2 above; or
- (c) the Purchaser has put the System into production or use for sixty (60) consecutive days. If the System is put into production or use in this

manner, the Supplier shall notify the Purchaser and document such use.

27.3.2 At any time after any of the events set out in GCC Clause 27.3.1 have occurred, the Supplier may give a notice to the Project Manager requesting the issue of an Operational Acceptance Certificate.

27.3.3 After consultation with the Purchaser, and within fourteen (14) days after receipt of the Supplier's notice, the Project Manager shall:

- (a) issue an Operational Acceptance Certificate; or
- (b) notify the Supplier in writing of any defect or deficiencies or other reason for the failure of the Operational Acceptance Tests; or
- (c) issue the Operational Acceptance Certificate, if the situation covered by GCC Clause 27.3.1 (b) arises.

27.3.4 The Supplier shall use all reasonable endeavors to promptly remedy any defect and/or deficiencies and/or other reasons for the failure of the Operational Acceptance Test that the Project Manager has notified the Supplier of. Once such remedies have been made by the Supplier, the Supplier shall notify the Purchaser, and the Purchaser, with the full cooperation of the Supplier, shall use all reasonable endeavors to promptly carry out retesting of the System or Subsystem. Upon the successful conclusion of the Operational Acceptance Tests, the Supplier shall notify the Purchaser of its request for Operational Acceptance Certification, in accordance with GCC Clause 27.3.3. The Purchaser shall then issue to the Supplier the Operational Acceptance Certification in accordance with GCC Clause 27.3.3 (a), or shall notify the Supplier of further defects, deficiencies, or other reasons for the failure of the Operational Acceptance Test. The procedure set out in this GCC Clause 27.3.4 shall be repeated, as necessary, until an Operational Acceptance Certificate is issued.

27.3.5 If the System or Subsystem fails to pass the Operational Acceptance Test(s) in accordance with GCC Clause 27.2, then either:

- (a) the Purchaser may consider terminating the Contract, pursuant to GCC Clause 41.2.2;
- or

- (b) if the failure to achieve Operational Acceptance within the specified time period is a result of the failure of the Purchaser to fulfill its obligations under the Contract, then the Supplier shall be deemed to have fulfilled its obligations with respect to the relevant technical and functional aspects of the Contract, and GCC Clauses 30.3 and 30.4 shall not apply.

27.3.6 If within fourteen (14) days after receipt of the Supplier's notice the Project Manager fails to issue the Operational Acceptance Certificate or fails to inform the Supplier in writing of the justifiable reasons why the Project Manager has not issued the Operational Acceptance Certificate, the System or Subsystem shall be deemed to have been accepted as of the date of the Supplier's said notice.

27.4 Partial Acceptance

27.4.1 If so specified in the SCC for GCC Clause 27.2.1, Installation and Commissioning shall be carried out individually for each identified major component or Subsystem(s) of the System. In this event, the provisions in the Contract relating to Installation and Commissioning, including the Operational Acceptance Test, shall apply to each such major component or Subsystem individually, and Operational Acceptance Certificate(s) shall be issued accordingly for each such major component or Subsystem of the System, subject to the limitations contained in GCC Clause 27.4.2.

27.4.2 The issuance of Operational Acceptance Certificates for individual major components or Subsystems pursuant to GCC Clause 27.4.1 shall not relieve the Supplier of its obligation to obtain an Operational Acceptance Certificate for the System as an integrated whole (if so specified in the SCC for GCC Clauses 12.1 and 27.2.1) once all major components and Subsystems have been supplied, installed, tested, and commissioned.

27.4.3 In the case of minor components for the System that by their nature do not require Commissioning or an Operational Acceptance Test (e.g., minor fittings, furnishings or site works, etc.), the Project Manager shall issue an Operational Acceptance Certificate within fourteen (14) days after the fittings and/or furnishings have been delivered and/or installed or the site works have been completed. The Supplier shall,

however, use all reasonable endeavors to promptly remedy any defects or deficiencies in such minor components detected by the Purchaser or Supplier.

F. GUARANTEES AND LIABILITIES

28. Operational Acceptance Time Guarantee

- 28.1 The Supplier guarantees that it shall complete the supply, Installation, Commissioning, and achieve Operational Acceptance of the System (or Subsystems, pursuant to the SCC for GCC Clause 27.2.1) within the time periods specified in the Implementation Schedule and/or the Agreed Project Plan pursuant to GCC Clause 8.2, or within such extended time to which the Supplier shall be entitled under GCC Clause 40 (Extension of Time for Achieving Operational Acceptance).
- 28.2 **Unless otherwise specified in the SCC**, if the Supplier fails to supply, install, commission, and achieve Operational Acceptance of the System (or Subsystems pursuant to the SCC for GCC Clause 27.2.1) within the time for achieving Operational Acceptance specified in the Implementation Schedule or the Agreed Project Plan, or any extension of the time for achieving Operational Acceptance previously granted under GCC Clause 40 (Extension of Time for Achieving Operational Acceptance), the Supplier shall pay to the Purchaser liquidated damages at the rate of one half of one percent per week as a percentage of the Contract Price (exclusive of Recurrent Costs if any), or the relevant part of the Contract Price if a Subsystem has not achieved Operational Acceptance. The aggregate amount of such liquidated damages shall in no event exceed the amount of ten (10) percent of the Contract Price (exclusive of Recurrent Costs if any). Once the Maximum is reached, the Purchaser may consider termination of the Contract, pursuant to GCC Clause 41.2.2.
- 28.3 **Unless otherwise specified in the SCC**, liquidated damages payable under GCC Clause 28.2 shall apply only to the failure to achieve Operational Acceptance of the System (and Subsystems) as specified in the Implementation Schedule and/or Agreed Project Plan. This Clause 28.3 shall not limit, however, any other rights or remedies the Purchaser may have under the Contract for other delays.
- 28.4 If liquidated damages are claimed by the Purchaser for the System (or Subsystem), the Supplier shall have no further

liability whatsoever to the Purchaser in respect to the Operational Acceptance time guarantee for the System (or Subsystem). However, the payment of liquidated damages shall not in any way relieve the Supplier from any of its obligations to complete the System or from any other of its obligations and liabilities under the Contract.

29. Defect Liability

- 29.1 The Supplier warrants that the System, including all Information Technologies, Materials, and other Goods supplied and Services provided, shall be free from defects in the design, engineering, Materials, and workmanship that prevent the System and/or any of its components from fulfilling the Technical Requirements or that limit in a material fashion the performance, reliability, or extensibility of the System and/or Subsystems. **Unless otherwise specified in the SCC**, there will be NO exceptions and/or limitations to this warranty with respect to Software (or categories of Software). Commercial warranty provisions of products supplied under the Contract shall apply to the extent that they do not conflict with the provisions of this Contract.
- 29.2 The Supplier also warrants that the Information Technologies, Materials, and other Goods supplied under the Contract are new, unused, and incorporate all recent improvements in design that materially affect the System's or Subsystem's ability to fulfill the Technical Requirements.
- 29.3 **Unless otherwise specified in the SCC**, the Supplier warrants that: (i) all Goods components to be incorporated into the System form part of the Supplier's and/or Subcontractor's current product lines, and (ii) they have been previously released to the market.
- 29.4 **Unless otherwise specified in the SCC**, the Warranty Period shall commence from the date of Operational Acceptance of the System (or of any major component or Subsystem for which separate Operational Acceptance is provided for in the Contract) and shall extend for thirty-six (36) months.
- 29.5 If during the Warranty Period any defect as described in GCC Clause 29.1 should be found in the design, engineering, Materials, and workmanship of the Information Technologies and other Goods supplied or of the Services provided by the Supplier, the Supplier shall promptly, in consultation and agreement with the Purchaser

- regarding appropriate remedying of the defects, and at its sole cost, repair, replace, or otherwise make good (as the Supplier shall, at its discretion, determine) such defect as well as any damage to the System caused by such defect. Any defective Information Technologies or other Goods that have been replaced by the Supplier shall remain the property of the Supplier.
- 29.6 The Supplier shall not be responsible for the repair, replacement, or making good of any defect, or of any damage to the System arising out of or resulting from any of the following causes:
- (a) improper operation or maintenance of the System by the Purchaser;
 - (b) normal wear and tear;
 - (c) use of the System with items not supplied by the Supplier, unless otherwise identified in the Technical Requirements, or approved by the Supplier; or
 - (d) modifications made to the System by the Purchaser, or a third party, not approved by the Supplier.
- 29.7 The Supplier's obligations under this GCC Clause 29 shall not apply to:
- (a) any materials that are normally consumed in operation or have a normal life shorter than the Warranty Period; or
 - (b) any designs, specifications, or other data designed, supplied, or specified by or on behalf of the Purchaser or any matters for which the Supplier has disclaimed responsibility, in accordance with GCC Clause 21.1.2.
- 29.8 The Purchaser shall give the Supplier a notice promptly following the discovery of such defect, stating the nature of any such defect together with all available evidence. The Purchaser shall afford all reasonable opportunity for the Supplier to inspect any such defect. The Purchaser shall afford the Supplier all necessary access to the System and the site to enable the Supplier to perform its obligations under this GCC Clause 29.
- 29.9 The Supplier may, with the consent of the Purchaser, remove from the site any Information Technologies and other Goods that are defective, if the nature of the defect, and/or any damage to the System caused by the defect, is such that repairs cannot be expeditiously carried out at the

site. If the repair, replacement, or making good is of such a character that it may affect the efficiency of the System, the Purchaser may give the Supplier notice requiring that tests of the defective part be made by the Supplier immediately upon completion of such remedial work, whereupon the Supplier shall carry out such tests.

If such part fails the tests, the Supplier shall carry out further repair, replacement, or making good (as the case may be) until that part of the System passes such tests. The tests shall be agreed upon by the Purchaser and the Supplier.

- 29.10 **Unless otherwise specified in the SCC**, the response times and repair/replacement times for Warranty Defect Repair are specified in the Technical Requirements. Nevertheless, if the Supplier fails to commence the work necessary to remedy such defect or any damage to the System caused by such defect within two weeks the Purchaser may, following notice to the Supplier, proceed to do such work or contract a third party (or parties) to do such work, and the reasonable costs incurred by the Purchaser in connection with such work shall be paid to the Purchaser by the Supplier or may be deducted by the Purchaser from any monies due the Supplier or claimed under the Performance Security.
- 29.11 If the System or Subsystem cannot be used by reason of such defect and/or making good of such defect, the Warranty Period for the System shall be extended by a period equal to the period during which the System or Subsystem could not be used by the Purchaser because of such defect and/or making good of such defect.
- 29.12 Items substituted for defective parts of the System during the Warranty Period shall be covered by the Defect Liability Warranty for the remainder of the Warranty Period applicable for the part replaced or three (3) months, whichever is greater. For reasons of information security, the Purchaser may choose to retain physical possession of any replaced defective information storage devices.
- 29.13 At the request of the Purchaser and without prejudice to any other rights and remedies that the Purchaser may have against the Supplier under the Contract, the Supplier will offer all possible assistance to the Purchaser to seek warranty services or remedial action from any subcontracted third-party producers or licensor of Goods included in the System, including without limitation

assignment or transfer in favor of the Purchaser of the benefit of any warranties given by such producers or licensors to the Supplier.

30. Functional Guarantees

30.1 The Supplier guarantees that, once the Operational Acceptance Certificate(s) has been issued, the System represents a complete, integrated solution to the Purchaser's requirements set forth in the Technical Requirements and it conforms to all other aspects of the Contract. The Supplier acknowledges that GCC Clause 27 regarding Commissioning and Operational Acceptance governs how technical conformance of the System to the Contract requirements will be determined.

30.2 If, for reasons attributable to the Supplier, the System does not conform to the Technical Requirements or does not conform to all other aspects of the Contract, the Supplier shall at its cost and expense make such changes, modifications, and/or additions to the System as may be necessary to conform to the Technical Requirements and meet all functional and performance standards. The Supplier shall notify the Purchaser upon completion of the necessary changes, modifications, and/or additions and shall request the Purchaser to repeat the Operational Acceptance Tests until the System achieves Operational Acceptance.

30.3 If the System (or Subsystem[s]) fails to achieve Operational Acceptance, the Purchaser may consider termination of the Contract, pursuant to GCC Clause 41.2.2, and forfeiture of the Supplier's Performance Security in accordance with GCC Clause 13.3 in compensation for the extra costs and delays likely to result from this failure.

31. Intellectual Property Rights Warranty

31.1 The Supplier hereby represents and warrants that:

- (a) the System as supplied, installed, tested, and accepted;
- (b) use of the System in accordance with the Contract; and
- (c) copying of the Software and Materials provided to the Purchaser in accordance with the Contract

do not and will not infringe any Intellectual Property Rights held by any third party and that it has all necessary rights or at its sole expense shall have secured in writing all transfers of rights and other consents necessary to make

the assignments, licenses, and other transfers of Intellectual Property Rights and the warranties set forth in the Contract, and for the Purchaser to own or exercise all Intellectual Property Rights as provided in the Contract. Without limitation, the Supplier shall secure all necessary written agreements, consents, and transfers of rights from its employees and other persons or entities whose services are used for development of the System.

**32. Intellectual
Property Rights
Indemnity**

32.1 The Supplier shall indemnify and hold harmless the Purchaser and its employees and officers from and against any and all losses, liabilities, and costs (including losses, liabilities, and costs incurred in defending a claim alleging such a liability), that the Purchaser or its employees or officers may suffer as a result of any infringement or alleged infringement of any Intellectual Property Rights by reason of:

- (a) installation of the System by the Supplier or the use of the System, including the Materials, in the country where the site is located;
- (b) copying of the Software and Materials provided the Supplier in accordance with the Agreement; and
- (c) sale of the products produced by the System in any country, except to the extent that such losses, liabilities, and costs arise as a result of the Purchaser's breach of GCC Clause 32.2.

32.2 Such indemnity shall not cover any use of the System, including the Materials, other than for the purpose indicated by or to be reasonably inferred from the Contract, any infringement resulting from the use of the System, or any products of the System produced thereby in association or combination with any other goods or services not supplied by the Supplier, where the infringement arises because of such association or combination and not because of use of the System in its own right.

32.3 Such indemnities shall also not apply if any claim of infringement:

- (a) is asserted by a parent, subsidiary, or affiliate of the Purchaser's organization;
- (b) is a direct result of a design mandated by the Purchaser's Technical Requirements and the

possibility of such infringement was duly noted in the Supplier's Bid; or

- (c) results from the alteration of the System, including the Materials, by the Purchaser or any persons other than the Supplier or a person authorized by the Supplier.

- 32.4 If any proceedings are brought or any claim is made against the Purchaser arising out of the matters referred to in GCC Clause 32.1, the Purchaser shall promptly give the Supplier notice of such proceedings or claims, and the Supplier may at its own expense and in the Purchaser's name conduct such proceedings or claim and any negotiations for the settlement of any such proceedings or claim.

If the Supplier fails to notify the Purchaser within twenty-eight (28) days after receipt of such notice that it intends to conduct any such proceedings or claim, then the Purchaser shall be free to conduct the same on its own behalf. Unless the Supplier has so failed to notify the Purchaser within the twenty-eight (28) days, the Purchaser shall make no admission that may be prejudicial to the defense of any such proceedings or claim. The Purchaser shall, at the Supplier's request, afford all available assistance to the Supplier in conducting such proceedings or claim and shall be reimbursed by the Supplier for all reasonable expenses incurred in so doing.

- 32.5 The Purchaser shall indemnify and hold harmless the Supplier and its employees, officers, and Subcontractors from and against any and all losses, liabilities, and costs (including losses, liabilities, and costs incurred in defending a claim alleging such a liability) that the Supplier or its employees, officers, or Subcontractors may suffer as a result of any infringement or alleged infringement of any Intellectual Property Rights arising out of or in connection with any design, data, drawing, specification, or other documents or materials provided to the Supplier in connection with this Contract by the Purchaser or any persons (other than the Supplier) contracted by the Purchaser, except to the extent that such losses, liabilities, and costs arise as a result of the Supplier's breach of GCC Clause 32.8.

- 32.6 Such indemnity shall not cover
- (a) any use of the design, data, drawing, specification, or other documents or materials, other than for the purpose indicated by or to be reasonably inferred from the Contract;
 - (b) any infringement resulting from the use of the design, data, drawing, specification, or other documents or materials, or any products produced thereby, in association or combination with any other Goods or Services not provided by the Purchaser or any other person contracted by the Purchaser, where the infringement arises because of such association or combination and not because of the use of the design, data, drawing, specification, or other documents or materials in its own right.
- 32.7 Such indemnities shall also not apply:
- (a) if any claim of infringement is asserted by a parent, subsidiary, or affiliate of the Supplier's organization;
 - (b) to the extent that any claim of infringement is caused by the alteration, by the Supplier, or any persons contracted by the Supplier, of the design, data, drawing, specification, or other documents or materials provided to the Supplier by the Purchaser or any persons contracted by the Purchaser.
- 32.8 If any proceedings are brought or any claim is made against the Supplier arising out of the matters referred to in GCC Clause 32.5, the Supplier shall promptly give the Purchaser notice of such proceedings or claims, and the Purchaser may at its own expense and in the Supplier's name conduct such proceedings or claim and any negotiations for the settlement of any such proceedings or claim. If the Purchaser fails to notify the Supplier within twenty-eight (28) days after receipt of such notice that it intends to conduct any such proceedings or claim, then the Supplier shall be free to conduct the same on its own behalf. Unless the Purchaser has so failed to notify the Supplier within the twenty-eight (28) days, the Supplier shall make no admission that may be prejudicial to the defense of any such proceedings or claim. The Supplier shall, at the Purchaser's request, afford all available assistance to the Purchaser in conducting such proceedings or claim and shall be reimbursed by the Purchaser for all reasonable expenses incurred in so doing.

33. Limitation of Liability

- 33.1 Provided the following does not exclude or limit any liabilities of either party in ways not permitted by applicable law:
- (a) the Supplier shall not be liable to the Purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the Supplier to pay liquidated damages to the Purchaser; and
 - (b) the aggregate liability of the Supplier to the Purchaser, whether under the Contract, in tort or otherwise, shall not exceed the total Contract Price, provided that this limitation shall not apply to any obligation of the Supplier to indemnify the Purchaser with respect to intellectual property rights infringement.

G. RISK DISTRIBUTION

34. Transfer of Ownership

- 34.1 With the exception of Software and Materials, the ownership of the Information Technologies and other Goods shall be transferred to the Purchaser at the time of Delivery or otherwise under terms that may be agreed upon and specified in the Contract Agreement.
- 34.2 Ownership and the terms of usage of the Software and Materials supplied under the Contract shall be governed by GCC Clause 15 (Copyright) Clause 16 (Software License Agreements), and any elaboration in the Technical Requirements.
- 34.3 Ownership of the Supplier's Equipment used by the Supplier and its Subcontractors in connection with the Contract shall remain with the Supplier or its Subcontractors.

35. Care of the System

- 35.1 The Purchaser shall become responsible for the care and custody of the System or Subsystems upon their Delivery. The Purchaser shall make good at its own cost any loss or damage that may occur to the System or Subsystems from any cause from the date of Delivery until the date of Operational Acceptance of the System or Subsystems, pursuant to GCC Clause 27 (Commissioning and Operational Acceptance), excepting such loss or damage

arising from acts or omissions of the Supplier, its employees, or subcontractors.

35.2 If any loss or damage occurs to the System or any part of the System by reason of:

- (a) (insofar as they relate to the country where the Project Site is located) nuclear reaction, nuclear radiation, radioactive contamination, a pressure wave caused by aircraft or other aerial objects, or any other occurrences that an experienced Supplier could not reasonably foresee, or if reasonably foreseeable could not reasonably make provision for or insure against, insofar as such risks are not normally insurable on the insurance market and are mentioned in the general exclusions of the policy of insurance taken out under GCC Clause 37;
- (b) any use not in accordance with the Contract, by the Purchaser or any third party;
- (c) any use of or reliance upon any design, data, or specification provided or designated by or on behalf of the Purchaser, or any such matter for which the Supplier has disclaimed responsibility in accordance with GCC Clause 21.1.2,

the Purchaser shall pay to the Supplier all sums payable in respect of the System or Subsystems that have achieved Operational Acceptance, notwithstanding that the same be lost, destroyed, or damaged. If the Purchaser requests the Supplier in writing to make good any loss or damage to the System thereby occasioned, the Supplier shall make good the same at the cost of the Purchaser in accordance with GCC Clause 39. If the Purchaser does not request the Supplier in writing to make good any loss or damage to the System thereby occasioned, the Purchaser shall either request a change in accordance with GCC Clause 39, excluding the performance of that part of the System thereby lost, destroyed, or damaged, or, where the loss or damage affects a substantial part of the System, the Purchaser shall terminate the Contract pursuant to GCC Clause 41.1.

35.3 The Purchaser shall be liable for any loss of or damage to any Supplier's Equipment which the Purchaser has authorized to locate within the Purchaser's premises for use in fulfillment of Supplier's obligations under the Contract,

36. Loss of or Damage to Property; Accident or Injury to Workers; Indemnification		except where such loss or damage arises from acts or omissions of the Supplier, its employees, or subcontractors.
	36.1	The Supplier and each and every Subcontractor shall abide by the job safety, insurance, customs, and immigration measures prevalent and laws in force in the Purchaser's Country.
	36.2	Subject to GCC Clause 36.3, the Supplier shall indemnify and hold harmless the Purchaser and its employees and officers from and against any and all losses, liabilities and costs (including losses, liabilities, and costs incurred in defending a claim alleging such a liability) that the Purchaser or its employees or officers may suffer as a result of the death or injury of any person or loss of or damage to any property (other than the System, whether accepted or not) arising in connection with the supply, installation, testing, and Commissioning of the System and by reason of the negligence of the Supplier or its Subcontractors, or their employees, officers or agents, except any injury, death, or property damage caused by the negligence of the Purchaser, its contractors, employees, officers, or agents.
	36.3	If any proceedings are brought or any claim is made against the Purchaser that might subject the Supplier to liability under GCC Clause 36.2, the Purchaser shall promptly give the Supplier notice of such proceedings or claims, and the Supplier may at its own expense and in the Purchaser's name conduct such proceedings or claim and any negotiations for the settlement of any such proceedings or claim. If the Supplier fails to notify the Purchaser within twenty-eight (28) days after receipt of such notice that it intends to conduct any such proceedings or claim, then the Purchaser shall be free to conduct the same on its own behalf. Unless the Supplier has so failed to notify the Purchaser within the twenty-eight (28) day period, the Purchaser shall make no admission that may be prejudicial to the defense of any such proceedings or claim. The Purchaser shall, at the Supplier's request, afford all available assistance to the Supplier in conducting such proceedings or claim and shall be reimbursed by the Supplier for all reasonable expenses incurred in so doing.
	36.4	The Purchaser shall indemnify and hold harmless the Supplier and its employees, officers, and Subcontractors from any and all losses, liabilities, and costs (including losses, liabilities, and costs incurred in defending a claim alleging such a liability) that the Supplier or its employees,

officers, or Subcontractors may suffer as a result of the death or personal injury of any person or loss of or damage to property of the Purchaser, other than the System not yet achieving Operational Acceptance, that is caused by fire, explosion, or any other perils, in excess of the amount recoverable from insurances procured under GCC Clause 37 (Insurances), provided that such fire, explosion, or other perils were not caused by any act or failure of the Supplier.

36.5 If any proceedings are brought or any claim is made against the Supplier that might subject the Purchaser to liability under GCC Clause 36.4, the Supplier shall promptly give the Purchaser notice of such proceedings or claims, and the Purchaser may at its own expense and in the Supplier's name conduct such proceedings or claim and any negotiations for the settlement of any such proceedings or claim. If the Purchaser fails to notify the Supplier within twenty-eight (28) days after receipt of such notice that it intends to conduct any such proceedings or claim, then the Supplier shall be free to conduct the same on its own behalf. Unless the Purchaser has so failed to notify the Supplier within the twenty-eight (28) days, the Supplier shall make no admission that may be prejudicial to the defense of any such proceedings or claim. The Supplier shall, at the Purchaser's request, afford all available assistance to the Purchaser in conducting such proceedings or claim and shall be reimbursed by the Purchaser for all reasonable expenses incurred in so doing.

36.6 The party entitled to the benefit of an indemnity under this GCC Clause 36 shall take all reasonable measures to mitigate any loss or damage that has occurred. If the party fails to take such measures, the other party's liabilities shall be correspondingly reduced.

37. Insurances

37.1 The Supplier shall at its expense take out and maintain in effect, or cause to be taken out and maintained in effect, during the performance of the Contract, the insurance set forth below. The identity of the insurers and the form of the policies shall be subject to the approval of the Purchaser, who should not unreasonably withhold such approval.

(a) Cargo Insurance During Transport

as applicable, 110 percent of the price of the Information Technologies and other Goods in a freely

convertible currency, covering the Goods from physical loss or damage during shipment through receipt at the Project Site.

(b) Installation “All Risks” Insurance

as applicable, 110 percent of the price of the Information Technologies and other Goods covering the Goods at the site from all risks of physical loss or damage (excluding only perils commonly excluded under “all risks” insurance policies of this type by reputable insurers) occurring prior to Operational Acceptance of the System.

(c) Third-Party Liability Insurance

On terms as **specified in the SCC**, covering bodily injury or death suffered by third parties (including the Purchaser’s personnel) and loss of or damage to property (including the Purchaser’s property and any Subsystems that have been accepted by the Purchaser) occurring in connection with the supply and installation of the Information System.

(d) Automobile Liability Insurance

In accordance with the statutory requirements prevailing in the Purchaser’s Country, covering use of all vehicles used by the Supplier or its Subcontractors (whether or not owned by them) in connection with the execution of the Contract.

(e) Other Insurance (if any), as **specified in the SCC**.

37.2 The Purchaser shall be named as co-insured under all insurance policies taken out by the Supplier pursuant to GCC Clause 37.1, except for the Third-Party Liability, and the Supplier’s Subcontractors shall be named as co-insured under all insurance policies taken out by the Supplier pursuant to GCC Clause 37.1 except for Cargo Insurance During Transport. All insurer’s rights of subrogation against such co-insured for losses or claims arising out of the performance of the Contract shall be waived under such policies.

37.3 The Supplier shall deliver to the Purchaser certificates of insurance (or copies of the insurance policies) as evidence that the required policies are in full force and effect.

37.4 The Supplier shall ensure that, where applicable, its Subcontractor(s) shall take out and maintain in effect adequate insurance policies for their personnel and vehicles

and for work executed by them under the Contract, unless such Subcontractors are covered by the policies taken out by the Supplier.

37.5 If the Supplier fails to take out and/or maintain in effect the insurance referred to in GCC Clause 37.1, the Purchaser may take out and maintain in effect any such insurance and may from time to time deduct from any amount due the Supplier under the Contract any premium that the Purchaser shall have paid to the insurer or may otherwise recover such amount as a debt due from the Supplier.

37.6 Unless otherwise provided in the Contract, the Supplier shall prepare and conduct all and any claims made under the policies affected by it pursuant to this GCC Clause 37, and all monies payable by any insurers shall be paid to the Supplier. The Purchaser shall give to the Supplier all such reasonable assistance as may be required by the Supplier in connection with any claim under the relevant insurance policies. With respect to insurance claims in which the Purchaser's interest is involved, the Supplier shall not give any release or make any compromise with the insurer without the prior written consent of the Purchaser. With respect to insurance claims in which the Supplier's interest is involved, the Purchaser shall not give any release or make any compromise with the insurer without the prior written consent of the Supplier.

38. Force Majeure

38.1 "Force Majeure" shall mean any event beyond the reasonable control of the Purchaser or of the Supplier, as the case may be, and which is unavoidable notwithstanding the reasonable care of the party affected and shall include, without limitation, the following:

- (a) war, hostilities, or warlike operations (whether a state of war be declared or not), invasion, act of foreign enemy, and civil war;
- (b) rebellion, revolution, insurrection, mutiny, usurpation of civil or military government, conspiracy, riot, civil commotion, and terrorist acts;
- (c) confiscation, nationalization, mobilization, commandeering or requisition by or under the order of any government or de jure or de facto authority or ruler, or any other act or failure to act of any local state or national government authority;

- (d) strike, sabotage, lockout, embargo, import restriction, port congestion, lack of usual means of public transportation and communication, industrial dispute, shipwreck, shortage or restriction of power supply, epidemics, quarantine, and plague;
 - (e) earthquake, landslide, volcanic activity, fire, flood or inundation, tidal wave, typhoon or cyclone, hurricane, storm, lightning, or other inclement weather condition, nuclear and pressure waves, or other natural or physical disaster;
 - (f) failure, by the Supplier, to obtain the necessary export permit(s) from the governments of the Country(s) of Origin of the Information Technologies or other Goods, or Supplier's Equipment provided that the Supplier has made all reasonable efforts to obtain the required export permit(s), including the exercise of due diligence in determining the eligibility of the System and all of its components for receipt of the necessary export permits.
- 38.2 If either party is prevented, hindered, or delayed from or in performing any of its obligations under the Contract by an event of Force Majeure, then it shall notify the other in writing of the occurrence of such event and the circumstances of the event of Force Majeure within fourteen (14) days after the occurrence of such event.
- 38.3 The party who has given such notice shall be excused from the performance or punctual performance of its obligations under the Contract for so long as the relevant event of Force Majeure continues and to the extent that such party's performance is prevented, hindered, or delayed. The Time for Achieving Operational Acceptance shall be extended in accordance with GCC Clause 40 (Extension of Time for Achieving Operational Acceptance).
- 38.4 The party or parties affected by the event of Force Majeure shall use reasonable efforts to mitigate the effect of the event of Force Majeure upon its or their performance of the Contract and to fulfill its or their obligations under the Contract, but without prejudice to either party's right to terminate the Contract under GCC Clause 38.6.
- 38.5 No delay or nonperformance by either party to this Contract caused by the occurrence of any event of Force Majeure shall:
- (a) constitute a default or breach of the Contract;

- (b) (subject to GCC Clauses 35.2, 38.3, and 38.4) give rise to any claim for damages or additional cost or expense occasioned by the delay or nonperformance, if, and to the extent that, such delay or nonperformance is caused by the occurrence of an event of Force Majeure.
- 38.6 If the performance of the Contract is substantially prevented, hindered, or delayed for a single period of more than sixty (60) days or an aggregate period of more than one hundred and twenty (120) days on account of one or more events of Force Majeure during the time period covered by the Contract, the parties will attempt to develop a mutually satisfactory solution, failing which, either party may terminate the Contract by giving a notice to the other.
- 38.7 In the event of termination pursuant to GCC Clause 38.6, the rights and obligations of the Purchaser and the Supplier shall be as specified in GCC Clauses 41.1.2 and 41.1.3.
- 38.8 Notwithstanding GCC Clause 38.5, Force Majeure shall not apply to any obligation of the Purchaser to make payments to the Supplier under this Contract.

H. CHANGE IN CONTRACT ELEMENTS

39. Changes to the System

39.1 Introducing a Change

39.1.1 Subject to GCC Clauses 39.2.5 and 39.2.7, the Purchaser shall have the right to propose, and subsequently require, the Project Manager to order the Supplier from time to time during the performance of the Contract to make any change, modification, addition, or deletion to, in, or from the System (interchangeably called “Change”), provided that such Change falls within the general scope of the System, does not constitute unrelated work, and is technically practicable, taking into account both the state of advancement of the System and the technical compatibility of the Change envisaged with the nature of the System as originally specified in the Contract.

A Change may involve, but is not restricted to, the substitution of updated Information Technologies and related Services in accordance with GCC Clause 23 (Product Upgrades).

39.1.2 The Supplier may from time to time during its performance of the Contract propose to the Purchaser

(with a copy to the Project Manager) any Change that the Supplier considers necessary or desirable to improve the quality or efficiency of the System. The Purchaser may at its discretion approve or reject any Change proposed by the Supplier.

39.1.3 Notwithstanding GCC Clauses 39.1.1 and 39.1.2, no change made necessary because of any default of the Supplier in the performance of its obligations under the Contract shall be deemed to be a Change, and such change shall not result in any adjustment of the Contract Price or the Time for Achieving Operational Acceptance.

39.1.4 The procedure on how to proceed with and execute Changes is specified in GCC Clauses 39.2 and 39.3, and further details and sample forms are provided in the Sample Contractual Forms Section in the bidding documents.

39.1.5 Moreover, the Purchaser and Supplier will agree, during development of the Project Plan, to a date prior to the scheduled date for Operational Acceptance, after which the Technical Requirements for the System shall be “frozen.” Any Change initiated after this time will be dealt with after Operational Acceptance.

39.2 Changes Originating from Purchaser

39.2.1 If the Purchaser proposes a Change pursuant to GCC Clauses 39.1.1, it shall send to the Supplier a “Request for Change Proposal,” requiring the Supplier to prepare and furnish to the Project Manager as soon as reasonably practicable a “Change Proposal,” which shall include the following:

- (a) brief description of the Change;
- (b) impact on the Time for Achieving Operational Acceptance;
- (c) detailed estimated cost of the Change;
- (d) effect on Functional Guarantees (if any);
- (e) effect on any other provisions of the Contract.

39.2.2 Prior to preparing and submitting the “Change Proposal,” the Supplier shall submit to the Project Manager a “Change Estimate Proposal,” which shall be an estimate of the cost of preparing the Change Proposal, plus a first approximation of the suggested

approach and cost for implementing the changes. Upon receipt of the Supplier's Change Estimate Proposal, the Purchaser shall do one of the following:

- (a) accept the Supplier's estimate with instructions to the Supplier to proceed with the preparation of the Change Proposal;
- (b) advise the Supplier of any part of its Change Estimate Proposal that is unacceptable and request the Supplier to review its estimate;
- (c) advise the Supplier that the Purchaser does not intend to proceed with the Change.

39.2.3 Upon receipt of the Purchaser's instruction to proceed under GCC Clause 39.2.2 (a), the Supplier shall, with proper expedition, proceed with the preparation of the Change Proposal, in accordance with GCC Clause 39.2.1. The Supplier, at its discretion, may specify a validity period for the Change Proposal, after which if the Purchaser and Supplier has not reached agreement in accordance with GCC Clause 39.2.6, then GCC Clause 39.2.7 shall apply.

39.2.4 The pricing of any Change shall, as far as practicable, be calculated in accordance with the rates and prices included in the Contract. If the nature of the Change is such that the Contract rates and prices are inequitable, the parties to the Contract shall agree on other specific rates to be used for valuing the Change.

39.2.5 If before or during the preparation of the Change Proposal it becomes apparent that the aggregate impact of compliance with the Request for Change Proposal and with all other Change Orders that have already become binding upon the Supplier under this GCC Clause 39 would be to increase or decrease the Contract Price as originally set forth in Article 2 (Contract Price) of the Contract Agreement by more than fifteen (15) percent, the Supplier may give a written notice of objection to this Request for Change Proposal prior to furnishing the Change Proposal. If the Purchaser accepts the Supplier's objection, the Purchaser shall withdraw the proposed Change and shall notify the Supplier in writing of its acceptance.

The Supplier's failure to so object to a Request for Change Proposal shall neither affect its right to object to any subsequent requested Changes or Change

Orders, nor affect its right to take into account, when making such subsequent objection, the percentage increase or decrease in the Contract Price that any Change not objected to by the Supplier represents.

39.2.6 Upon receipt of the Change Proposal, the Purchaser and the Supplier shall mutually agree upon all matters contained in the Change Proposal. Within fourteen (14) days after such agreement, the Purchaser shall, if it intends to proceed with the Change, issue the Supplier a Change Order. If the Purchaser is unable to reach a decision within fourteen (14) days, it shall notify the Supplier with details of when the Supplier can expect a decision. If the Purchaser decides not to proceed with the Change for whatever reason, it shall, within the said period of fourteen (14) days, notify the Supplier accordingly. Under such circumstances, the Supplier shall be entitled to reimbursement of all costs reasonably incurred by it in the preparation of the Change Proposal, provided that these do not exceed the amount given by the Supplier in its Change Estimate Proposal submitted in accordance with GCC Clause 39.2.2.

39.2.7 If the Purchaser and the Supplier cannot reach agreement on the price for the Change, an equitable adjustment to the Time for Achieving Operational Acceptance, or any other matters identified in the Change Proposal, the Change will not be implemented. However, this provision does not limit the rights of either party under GCC Clause 6 (Settlement of Disputes).

39.3 Changes Originating from Supplier

If the Supplier proposes a Change pursuant to GCC Clause 39.1.2, the Supplier shall submit to the Project Manager a written “Application for Change Proposal,” giving reasons for the proposed Change and including the information specified in GCC Clause 39.2.1. Upon receipt of the Application for Change Proposal, the parties shall follow the procedures outlined in GCC Clauses 39.2.6 and 39.2.7. However, should the Purchaser choose not to proceed or the Purchaser and the Supplier cannot come to agreement on the change during any validity period that the Supplier may specify in its Application for Change Proposal, the Supplier shall not be entitled to recover the costs of preparing the Application for Change Proposal,

unless subject to an agreement between the Purchaser and the Supplier to the contrary.

39.4 Value engineering. The Supplier may prepare, at its own cost, a value engineering proposal at any time during the performance of the Contract. The value engineering proposal shall, at a minimum, include the following;

- (a) the proposed change(s), and a description of the difference to the existing Contract requirements;
- (b) a full cost/benefit analysis of the proposed change(s) including a description and estimate of costs (including life cycle costs) the Purchaser may incur in implementing the value engineering proposal; and
- (c) a description of any effect(s) of the change on performance/functionality.

The Purchaser may accept the value engineering proposal if the proposal demonstrates benefits that:

- (a) accelerates the delivery period; or
- (b) reduces the Contract Price or the life cycle costs to the Purchaser; or
- (c) improves the quality, efficiency, safety or sustainability of the systems; or
- (d) yields any other benefits to the Purchaser,

without compromising the necessary functions of the systems.

If the value engineering proposal is approved by the Purchaser and results in:

- (a) a reduction of the Contract Price; the amount to be paid to the Supplier shall be the percentage specified in the SCC of the reduction in the Contract Price; or
- (b) an increase in the Contract Price; but results in a reduction in life cycle costs due to any benefit described in (a) to (d) above,

the amount to be paid to the Supplier shall be the full increase in the Contract Price.

40. Extension of Time for Achieving Operational Acceptance

40.1 The time(s) for achieving Operational Acceptance specified in the Schedule of Implementation shall be extended if the Supplier is delayed or impeded in the performance of any of its obligations under the Contract by reason of any of the following:

- (a) any Change in the System as provided in GCC Clause 39 (Change in the Information System);
- (b) any occurrence of Force Majeure as provided in GCC Clause 38 (Force Majeure);
- (c) default of the Purchaser; or
- (d) any other matter specifically mentioned in the Contract;

by such period as shall be fair and reasonable in all the circumstances and as shall fairly reflect the delay or impediment sustained by the Supplier.

40.2 Except where otherwise specifically provided in the Contract, the Supplier shall submit to the Project Manager a notice of a claim for an extension of the time for achieving Operational Acceptance, together with particulars of the event or circumstance justifying such extension as soon as reasonably practicable after the commencement of such event or circumstance. As soon as reasonably practicable after receipt of such notice and supporting particulars of the claim, the Purchaser and the Supplier shall agree upon the period of such extension. In the event that the Supplier does not accept the Purchaser's estimate of a fair and reasonable time extension, the Supplier shall be entitled to refer the matter to the provisions for the Settlement of Disputes pursuant to GCC Clause 43.

40.3 The Supplier shall at all times use its reasonable efforts to minimize any delay in the performance of its obligations under the Contract.

41. Termination

41.1 Termination for Purchaser's Convenience

41.1.1 The Purchaser may at any time terminate the Contract for any reason by giving the Supplier a notice of termination that refers to this GCC Clause 41.1.

41.1.2 Upon receipt of the notice of termination under GCC Clause 41.1.1, the Supplier shall either as soon as reasonably practical or upon the date specified in the notice of termination

- (a) cease all further work, except for such work as the Purchaser may specify in the notice of termination for the sole purpose of protecting that part of the System already executed, or any

work required to leave the site in a clean and safe condition;

- (b) terminate all subcontracts, except those to be assigned to the Purchaser pursuant to GCC Clause 41.1.2 (d) (ii) below;
- (c) remove all Supplier's Equipment from the site, repatriate the Supplier's and its Subcontractors' personnel from the site, remove from the site any wreckage, rubbish, and debris of any kind;
- (d) in addition, the Supplier, subject to the payment specified in GCC Clause 41.1.3, shall
 - (i) deliver to the Purchaser the parts of the System executed by the Supplier up to the date of termination;
 - (ii) to the extent legally possible, assign to the Purchaser all right, title, and benefit of the Supplier to the System, or Subsystem, as at the date of termination, and, as may be required by the Purchaser, in any subcontracts concluded between the Supplier and its Subcontractors;
 - (iii) deliver to the Purchaser all nonproprietary drawings, specifications, and other documents prepared by the Supplier or its Subcontractors as of the date of termination in connection with the System.

41.1.3 In the event of termination of the Contract under GCC Clause 41.1.1, the Purchaser shall pay to the Supplier the following amounts:

- (a) the Contract Price, properly attributable to the parts of the System executed by the Supplier as of the date of termination;
- (b) the costs reasonably incurred by the Supplier in the removal of the Supplier's Equipment from the site and in the repatriation of the Supplier's and its Subcontractors' personnel;
- (c) any amount to be paid by the Supplier to its Subcontractors in connection with the termination of any subcontracts, including any cancellation charges;

- (d) costs incurred by the Supplier in protecting the System and leaving the site in a clean and safe condition pursuant to GCC Clause 41.1.2 (a); and
- (e) the cost of satisfying all other obligations, commitments, and claims that the Supplier may in good faith have undertaken with third parties in connection with the Contract and that are not covered by GCC Clauses 41.1.3 (a) through (d) above.

41.2 Termination for Supplier's Default

41.2.1 The Purchaser, without prejudice to any other rights or remedies it may possess, may terminate the Contract forthwith in the following circumstances by giving a notice of termination and its reasons therefore to the Supplier, referring to this GCC Clause 41.2:

- (a) if the Supplier becomes bankrupt or insolvent, has a receiving order issued against it, compounds with its creditors, or, if the Supplier is a corporation, a resolution is passed or order is made for its winding up (other than a voluntary liquidation for the purposes of amalgamation or reconstruction), a receiver is appointed over any part of its undertaking or assets, or if the Supplier takes or suffers any other analogous action in consequence of debt;
- (b) if the Supplier assigns or transfers the Contract or any right or interest therein in violation of the provision of GCC Clause 42 (Assignment); or
- (c) if the Supplier, in the judgment of the Purchaser has engaged in Fraud and Corruption, as defined in paragraph 2.2 a. of the Appendix to the GCC, in competing for or in executing the Contract, including but not limited to willful misrepresentation of facts concerning ownership of Intellectual Property Rights in, or proper authorization and/or licenses from the owner to offer, the hardware, software, or materials provided under this Contract.

41.2.2 If the Supplier:

- (a) has abandoned or repudiated the Contract;
- (b) has without valid reason failed to commence work on the System promptly;

- (c) persistently fails to execute the Contract in accordance with the Contract or persistently neglects to carry out its obligations under the Contract without just cause;
- (d) refuses or is unable to provide sufficient Materials, Services, or labor to execute and complete the System in the manner specified in the Agreed Project Plan furnished under GCC Clause 19 at rates of progress that give reasonable assurance to the Purchaser that the Supplier can attain Operational Acceptance of the System by the Time for Achieving Operational Acceptance as extended;

then the Purchaser may, without prejudice to any other rights it may possess under the Contract, give a notice to the Supplier stating the nature of the default and requiring the Supplier to remedy the same. If the Supplier fails to remedy or to take steps to remedy the same within thirty (30) days of its receipt of such notice, then the Purchaser may terminate the Contract forthwith by giving a notice of termination to the Supplier that refers to this GCC Clause 41.2.

41.2.3 Upon receipt of the notice of termination under GCC Clauses 41.2.1 or 41.2.2, the Supplier shall, either immediately or upon such date as is specified in the notice of termination:

- (a) cease all further work, except for such work as the Purchaser may specify in the notice of termination for the sole purpose of protecting that part of the System already executed or any work required to leave the site in a clean and safe condition;
- (b) terminate all subcontracts, except those to be assigned to the Purchaser pursuant to GCC Clause 41.2.3 (d) below;
- (c) deliver to the Purchaser the parts of the System executed by the Supplier up to the date of termination;
- (d) to the extent legally possible, assign to the Purchaser all right, title and benefit of the Supplier to the System or Subsystems as at the date of termination, and, as may be required by

the Purchaser, in any subcontracts concluded between the Supplier and its Subcontractors;

- (e) deliver to the Purchaser all drawings, specifications, and other documents prepared by the Supplier or its Subcontractors as at the date of termination in connection with the System.

41.2.4 The Purchaser may enter upon the site, expel the Supplier, and complete the System itself or by employing any third party. Upon completion of the System or at such earlier date as the Purchaser thinks appropriate, the Purchaser shall give notice to the Supplier that such Supplier's Equipment will be returned to the Supplier at or near the site and shall return such Supplier's Equipment to the Supplier in accordance with such notice. The Supplier shall thereafter without delay and at its cost remove or arrange removal of the same from the site.

41.2.5 Subject to GCC Clause 41.2.6, the Supplier shall be entitled to be paid the Contract Price attributable to the portion of the System executed as at the date of termination and the costs, if any, incurred in protecting the System and in leaving the site in a clean and safe condition pursuant to GCC Clause 41.2.3 (a). Any sums due the Purchaser from the Supplier accruing prior to the date of termination shall be deducted from the amount to be paid to the Supplier under this Contract.

41.2.6 If the Purchaser completes the System, the cost of completing the System by the Purchaser shall be determined. If the sum that the Supplier is entitled to be paid, pursuant to GCC Clause 41.2.5, plus the reasonable costs incurred by the Purchaser in completing the System, exceeds the Contract Price, the Supplier shall be liable for such excess. If such excess is greater than the sums due the Supplier under GCC Clause 41.2.5, the Supplier shall pay the balance to the Purchaser, and if such excess is less than the sums due the Supplier under GCC Clause 41.2.5, the Purchaser shall pay the balance to the Supplier. The Purchaser and the Supplier shall agree, in writing, on the computation described above and the manner in which any sums shall be paid.

41.3 Termination by Supplier

41.3.1 If:

- (a) the Purchaser has failed to pay the Supplier any sum due under the Contract within the specified period, has failed to approve any invoice or supporting documents without just cause **pursuant to the SCC**, or commits a substantial breach of the Contract, the Supplier may give a notice to the Purchaser that requires payment of such sum, with interest on this sum as stipulated in GCC Clause 12.3, requires approval of such invoice or supporting documents, or specifies the breach and requires the Purchaser to remedy the same, as the case may be. If the Purchaser fails to pay such sum together with such interest, fails to approve such invoice or supporting documents or give its reasons for withholding such approval, fails to remedy the breach or take steps to remedy the breach within fourteen (14) days after receipt of the Supplier's notice; or
- (b) the Supplier is unable to carry out any of its obligations under the Contract for any reason attributable to the Purchaser, including but not limited to the Purchaser's failure to provide possession of or access to the site or other areas or failure to obtain any governmental permit necessary for the execution and/or completion of the System;

then the Supplier may give a notice to the Purchaser of such events, and if the Purchaser has failed to pay the outstanding sum, to approve the invoice or supporting documents, to give its reasons for withholding such approval, or to remedy the breach within twenty-eight (28) days of such notice, or if the Supplier is still unable to carry out any of its obligations under the Contract for any reason attributable to the Purchaser within twenty-eight (28) days of the said notice, the Supplier may by a further notice to the Purchaser referring to this GCC Clause 41.3.1, forthwith terminate the Contract.

- #### 41.3.2
- The Supplier may terminate the Contract immediately by giving a notice to the Purchaser to that effect, referring to this GCC Clause 41.3.2, if the Purchaser becomes bankrupt or insolvent, has a receiving order

issued against it, compounds with its creditors, or, being a corporation, if a resolution is passed or order is made for its winding up (other than a voluntary liquidation for the purposes of amalgamation or reconstruction), a receiver is appointed over any part of its undertaking or assets, or if the Purchaser takes or suffers any other analogous action in consequence of debt.

41.3.3 If the Contract is terminated under GCC Clauses 41.3.1 or 41.3.2, then the Supplier shall immediately:

- (a) cease all further work, except for such work as may be necessary for the purpose of protecting that part of the System already executed, or any work required to leave the site in a clean and safe condition;
- (b) terminate all subcontracts, except those to be assigned to the Purchaser pursuant to Clause 41.3.3 (d) (ii);
- (c) remove all Supplier's Equipment from the site and repatriate the Supplier's and its Subcontractor's personnel from the site.
- (d) In addition, the Supplier, subject to the payment specified in GCC Clause 41.3.4, shall:
 - (i) deliver to the Purchaser the parts of the System executed by the Supplier up to the date of termination;
 - (ii) to the extent legally possible, assign to the Purchaser all right, title, and benefit of the Supplier to the System, or Subsystems, as of the date of termination, and, as may be required by the Purchaser, in any subcontracts concluded between the Supplier and its Subcontractors;
 - (iii) to the extent legally possible, deliver to the Purchaser all drawings, specifications, and other documents prepared by the Supplier or its Subcontractors as of the date of termination in connection with the System.

41.3.4 If the Contract is terminated under GCC Clauses 41.3.1 or 41.3.2, the Purchaser shall pay to the Supplier all payments specified in GCC Clause 41.1.3

and reasonable compensation for all loss, except for loss of profit, or damage sustained by the Supplier arising out of, in connection with, or in consequence of such termination.

41.3.5 Termination by the Supplier pursuant to this GCC Clause 41.3 is without prejudice to any other rights or remedies of the Supplier that may be exercised in lieu of or in addition to rights conferred by GCC Clause 41.3.

41.4 In this GCC Clause 41, the expression “portion of the System executed” shall include all work executed, Services provided, and all Information Technologies, or other Goods acquired (or subject to a legally binding obligation to purchase) by the Supplier and used or intended to be used for the purpose of the System, up to and including the date of termination.

41.5 In this GCC Clause 41, in calculating any monies due from the Purchaser to the Supplier, account shall be taken of any sum previously paid by the Purchaser to the Supplier under the Contract, including any advance payment paid **pursuant to the SCC.**

42. Assignment

42.1 Neither the Purchaser nor the Supplier shall, without the express prior written consent of the other, assign to any third party the Contract or any part thereof, or any right, benefit, obligation, or interest therein or thereunder, except that the Supplier shall be entitled to assign either absolutely or by way of charge any monies due and payable to it or that may become due and payable to it under the Contract.

I. SETTLEMENT OF DISPUTES

43. Settlement of Disputes

43.1 Adjudication

43.1.1 If any dispute of any kind whatsoever shall arise between the Purchaser and the Supplier in connection with or arising out of the Contract, including without prejudice to the generality of the foregoing, any question regarding its existence, validity, or termination, or the operation of the System (whether during the progress of implementation or after its achieving Operational Acceptance and whether before or after the termination, abandonment, or breach of the Contract), the parties shall seek to

resolve any such dispute by mutual consultation. If the parties fail to resolve such a dispute by mutual consultation within fourteen (14) days after one party has notified the other in writing of the dispute, then, if the Contract Agreement in Appendix 2 includes and names an Adjudicator, the dispute shall, within another fourteen (14) days, be referred in writing by either party to the Adjudicator, with a copy to the other party. If there is no Adjudicator specified in the Contract Agreement, the mutual consultation period stated above shall last twenty-eight (28) days (instead of fourteen), upon expiry of which either party may move to the notification of arbitration pursuant to GCC Clause 43.2.1.

- 43.1.2 The Adjudicator shall give his or her decision in writing to both parties within twenty-eight (28) days of the dispute being referred to the Adjudicator. If the Adjudicator has done so, and no notice of intention to commence arbitration has been given by either the Purchaser or the Supplier within fifty-six (56) days of such reference, the decision shall become final and binding upon the Purchaser and the Supplier. Any decision that has become final and binding shall be implemented by the parties forthwith.
- 43.1.3 The Adjudicator shall be paid an hourly fee at the rate specified in the Contract Agreement plus reasonable expenditures incurred in the execution of duties as Adjudicator, and these costs shall be divided equally between the Purchaser and the Supplier.
- 43.1.4 Should the Adjudicator resign or die, or should the Purchaser and the Supplier agree that the Adjudicator is not fulfilling his or her functions in accordance with the provisions of the Contract, a new Adjudicator shall be jointly appointed by the Purchaser and the Supplier. Failing agreement between the two within twenty-eight (28) days, the new Adjudicator shall be appointed at the request of either party by the Appointing Authority **specified in the SCC**, or, if no Appointing Authority is **specified in SCC**, the Contract shall, from this point onward and until the parties may otherwise agree on an Adjudicator or an Appointing Authority, be implemented as if there is no Adjudicator.

43.2 Arbitration

43.2.1 If

- (a) the Purchaser or the Supplier is dissatisfied with the Adjudicator's decision and acts before this decision has become final and binding pursuant to GCC Clause 43.1.2, or
- (b) the Adjudicator fails to give a decision within the allotted time from referral of the dispute pursuant to GCC Clause 43.1.2, and the Purchaser or the Supplier acts within the following fourteen (14) days, or
- (c) in the absence of an Adjudicator from the Contract Agreement, the mutual consultation pursuant to GCC Clause 43.1.1 expires without resolution of the dispute and the Purchaser or the Supplier acts within the following fourteen (14) days,

then either the Purchaser or the Supplier may act to give notice to the other party, with a copy for information to the Adjudicator in case an Adjudicator had been involved, of its intention to commence arbitration, as provided below, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given.

43.2.2 Any dispute in respect of which a notice of intention to commence arbitration has been given, in accordance with GCC Clause 43.2.1, shall be finally settled by arbitration. Arbitration may be commenced prior to or after Installation of the Information System.

43.2.3 Arbitration proceedings shall be conducted in accordance with the rules of procedure **specified in the SCC**.

43.3 Notwithstanding any reference to the Adjudicator or arbitration in this clause,

- (a) the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree;
- (b) the Purchaser shall pay the Supplier any monies due the Supplier.

APPENDIX

Fraud and Corruption

(Text in this Appendix shall not be modified)

1. Purpose

- 1.1 The Bank's Anti-Corruption Guidelines and this annex apply with respect to procurement under Bank Investment Project Financing operations.

2. Requirements

- 2.1 The Bank requires that Borrowers (including beneficiaries of Bank financing); bidders (applicants/proposers), consultants, contractors and suppliers; any sub-contractors, sub-consultants, service providers or suppliers; any agents (whether declared or not); and any of their personnel, observe the highest standard of ethics during the procurement process, selection and contract execution of Bank-financed contracts, and refrain from Fraud and Corruption.

- 2.2 To this end, the Bank:

- a. Defines, for the purposes of this provision, the terms set forth below as follows:
 - i. "corrupt practice" is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
 - ii. "fraudulent practice" is any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain financial or other benefit or to avoid an obligation;
 - iii. "collusive practice" is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
 - iv. "coercive practice" is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
 - v. "obstructive practice" is:
 - (a) deliberately destroying, falsifying, altering, or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede a Bank investigation into allegations of a corrupt, fraudulent, coercive, or collusive practice; and/or threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or
 - (b) acts intended to materially impede the exercise of the Bank's inspection and audit rights provided for under paragraph 2.2 e. below.

- b. Rejects a proposal for award if the Bank determines that the firm or individual recommended for award, any of its personnel, or its agents, or its sub-consultants, sub-contractors, service providers, suppliers and/ or their employees, has, directly or indirectly, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question;
- c. In addition to the legal remedies set out in the relevant Legal Agreement, may take other appropriate actions, including declaring misprocurement, if the Bank determines at any time that representatives of the Borrower or of a recipient of any part of the proceeds of the loan engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices during the procurement process, selection and/or execution of the contract in question, without the Borrower having taken timely and appropriate action satisfactory to the Bank to address such practices when they occur, including by failing to inform the Bank in a timely manner at the time they knew of the practices;
- d. Pursuant to the Bank's Anti-Corruption Guidelines, and in accordance with the Bank's prevailing sanctions policies and procedures, may sanction a firm or individual, either indefinitely or for a stated period of time, including by publicly declaring such firm or individual ineligible (i) to be awarded or otherwise benefit from a Bank-financed contract, financially or in any other manner;¹ (ii) to be a nominated² sub-contractor, consultant, manufacturer or supplier, or service provider of an otherwise eligible firm being awarded a Bank-financed contract; and (iii) to receive the proceeds of any loan made by the Bank or otherwise to participate further in the preparation or implementation of any Bank-financed project;
- e. Requires that a clause be included in bidding/request for proposals documents and in contracts financed by a Bank loan, requiring (i) bidders (applicants/proposers), consultants, contractors, and suppliers, and their sub-contractors, sub-consultants, service providers, suppliers, agents personnel, permit the Bank to inspect³ all accounts, records and other documents relating to the procurement process, selection and/or contract execution, and to have them audited by auditors appointed by the Bank.

¹ For the avoidance of doubt, a sanctioned party's ineligibility to be awarded a contract shall include, without limitation, (i) applying for pre-qualification, expressing interest in a consultancy, and bidding, either directly or as a nominated sub-contractor, nominated consultant, nominated manufacturer or supplier, or nominated service provider, in respect of such contract, and (ii) entering into an addendum or amendment introducing a material modification to any existing contract.

² A nominated sub-contractor, nominated consultant, nominated manufacturer or supplier, or nominated service provider (different names are used depending on the particular bidding document) is one which has been: (i) included by the bidder in its pre-qualification application or bid because it brings specific and critical experience and know-how that allow the bidder to meet the qualification requirements for the particular bid; or (ii) appointed by the Borrower.

³ Inspections in this context usually are investigative (i.e., forensic) in nature. They involve fact-finding activities undertaken by the Bank or persons appointed by the Bank to address specific matters related to investigations/audits, such as evaluating the veracity of an allegation of possible Fraud and Corruption, through the appropriate mechanisms. Such activity includes but is not limited to: accessing and examining a firm's or individual's financial records and information, and making copies thereof as relevant; accessing and examining any other documents, data and information (whether in hard copy or electronic format) deemed relevant for the investigation/audit, and making copies thereof as relevant; interviewing staff and other relevant individuals; performing physical inspections and site visits; and obtaining third party verification of information.

SECTION IX - SPECIAL CONDITIONS OF CONTRACT

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Special Conditions of Contract

The following Special Conditions of Contract (SCC) shall supplement or amend the General Conditions of Contract (GCC). Whenever there is a conflict, the provisions of the SCC shall prevail over those in the General Conditions of Contract. For the purposes of clarity, any referenced GCC clause numbers are indicated in the left column of the SCC.

A. CONTRACT AND INTERPRETATION

Definitions (GCC Clause 1)

GCC 1.1 (a) (ix)	The applicable edition of the Procurement Regulation is dated: <i>August 2018</i>
GCC 1.1 (b) (i)	The Purchaser is: <i>Information and Communication Technology Agency of Sri Lanka</i>
GCC 1.1 (b) (ii)	The Project Manager is: Rasika Samarakoon, ICTA
GCC 1.1 (e) (i)	The Purchaser's Country is: <i>Democratic Socialist Republic of Sri Lanka</i>
GCC 1.1 (e) (x)	The Contract shall continue in force until the successful completion of Operational Acceptance of the Information Technologies under this contract and the completion of the Warranty Period.
GCC 1.1 (e) (xiii)	The Post-Warranty Services Period is <i>Thirty Six (36) months</i> starting with the completion of the Warranty Period.

Notices (GCC Clause 4)

GCC 4.3	Address of the Project Manager: Rasika Samarakoon, 160/24, Kirimandala Mawatha, Colombo 5, Sri Lanka. (rasikas@icta.lk) ICTA Fallback address of the Purchaser:
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B. SUBJECT MATTER OF CONTRACT

5. Governing Law (GCC Clause 5)

GCC 5.1	The Contract shall be interpreted in accordance with the laws of the Democratic Socialist Republic of Sri Lanka.
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Scope of the System (GCC Clause 7)

GCC 7.3	The Supplier's obligations under the Contract will include recurrent cost items/services that are included in the Contract: <i>The recurrent cost items/services that are stipulated in the Purchaser's Requirements and 3.4 Recurrent Cost Table in the Price Schedule in the Contract</i>
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Time for Commencement and Operational Acceptance (GCC Clause 8)

GCC 8.1	The Supplier shall commence work on the System within: <i>Seven (7)</i> days from the Effective Date of the Contract.
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Supplier's Responsibilities (GCC Clause 9)

GCC 9.8	The following sustainable procurement contractual provisions, apply: <i>none</i>
GCC 9.18	The Supplier <i>not required</i> to make security arrangements for the Project Site/s.

C. PAYMENT

Contract Price (GCC Clause 11)

GCC 11.2	Adjustments to the Contract Price shall be as follows: <i>not applicable</i>
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Terms of Payment (GCC Clause 12)

GCC 12.1	Subject to the provisions of GCC Clause 12 (Terms of Payment), the Purchaser shall pay the Contract Price to the Supplier according to the categories and in the manner specified below. Only the categories
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	<p>Advance Payment and Complete System Integration relate to the entire Contract Price (Exclusive of Recurrent Cost). In other payment categories, the term "total Contract Price" means the total cost of goods or services under the specific payment category. Within each such category, the Contract Implementation Schedule may trigger pro-rata payments for the portion of the total Contract Price for the category corresponding to the goods or services actually Delivered, Installed, or Operationally Accepted, at unit prices and in the currencies specified in the Price Schedules of the Contract Agreement.</p> <p>(a) Advance Payment</p> <p>Ten percent (10%) of the Contract Price, shall be paid against receipt of a claim accompanied by the Advance Payment Security specified in GCC Clause 13.2.</p> <p>(b) Information System and its all the hardware and software components are installed, configured and implemented in LGC 2.0 comprehensively:</p> <p>Remaining 90% of the Implementation Cost (3.2.1) against the Operational Acceptance Testing</p> <p>(c) Payment for License: Upon completion and Acceptance, Remaining 90% of the License cost (3.2.2) will be paid according to the following schedule</p> <p>First batch of 2,500 licenses & Second batch of 5,000 licenses: 6% of the License cost</p> <p>Third batch of 7,500 licenses: 6% of the License cost</p> <p>Fourth batch of 10,000 licenses: 8% of the License cost</p> <p>Fifth batch of 15,000 licenses: 10% of the License cost</p> <p>Sixth batch of 20,000 licenses: 20% of the License cost</p> <p>Seventh batch of 20,000 licenses: 20% of the License cost</p> <p>Eighth batch of 20,000 licenses: 20% of the License cost</p>
GCC 12.3	The Purchaser shall pay to the Supplier interest on the delayed payments at a rate of: LIBOR +1% per annum.
GCC 12.4	The payments will be made only in Sri Lankan Rupees (LKR)

Securities (GCC Clause 13)

GCC 13.3.1	The Performance Security shall be denominated in <i>Sri Lankan Rupees</i> for an amount equal to Ten (10) percent of the Contract Price, excluding any Recurrent Costs.
GCC 13.3.4	During the Warranty Period (after Operational Acceptance of the System), the Performance Security shall be reduced to Five (5) percent of the Contract Price, excluding any Recurrent Costs.

D. INTELLECTUAL PROPERTY**Copyright (GCC Clause 15)**

GCC 15.3	The Supplier shall ensure that there would be appropriate licenses to use the Standard Software or elements of the Standard Software, as specified by ICTA in the Bid documents
GCC 15.4	<i>There are no Special Conditions of Contract applicable to GCC Clause 15.4</i>
GCC 15.5	<i>There are no Special Conditions of Contract applicable to GCC Clause 15.5</i>

Software License Agreements (GCC Clause 16)

GCC 16.1 (a)	The Standard Software license shall be valid throughout the territory of The Democratic Socialist Republic of Sri Lanka
GCC 16.1 (b) (vi)	<i>There are no Special Conditions of Contract applicable to GCC Clause 16.1 (b) (vi)</i>
GCC 16.1 (b) (vii)	Software license may be extended for use by Sri Lankan government foreign missions abroad subject to the same restrictions as are set forth in this Contract
GCC 16.2	<p><i>There are no Special Conditions of Contract applicable to GCC Clause 16.2</i></p> <p>The Purchaser will keep an accurate and up-to-date record of the Licenses and copies made of the Standard Software, (if any) persons to whom they have been disclosed, (if relevant) their locations and number of authorized users. This record will be made available to the Supplier within fourteen (14) days of a written request. On-site audits may be carried out by the Supplier subject to the following conditions:</p>

	<p>(i) audits shall only be conducted at most once a year;</p> <p>(ii) audits shall only be conducted by the Supplier's own personnel, or personnel of an auditing organization which is not a competitor of the Purchaser;</p> <p>(iii) audits shall be conducted by at most three (3) individuals;</p> <p>(iv) audits shall be conducted only when the Suppliers has given the Purchaser at least fourteen (14) days written notice;</p> <p>(v) audits shall be conducted only during 9.00 am to 4.00 pm on any working day of the week;</p> <p>audits shall be conducted only if the Supplier indemnifies the Purchaser against losses, liabilities and costs incurred because of the presence of audit personnel on the Purchaser's premises.</p>
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Confidential Information (GCC Clause 17)

GCC 17.1	The Purchaser at its discretion may request the Supplier to enter into a separate Non-disclosure Agreement regarding the use and disclose of information which the Supplier may gather during the performance of this contract
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E. SUPPLY, INSTALLATION, TESTING, COMMISSIONING, AND ACCEPTANCE OF THE SYSTEM

Representatives (GCC Clause 18)

GCC 18.1	The Purchaser's Project Manager shall have the following additional powers and / or limitations to his or her authority to represent the Purchaser in matters relating to the Contract: <i>No additional powers or limitations</i>
GCC 18.2.2	The Supplier's Representative shall have the following additional powers and / or limitations to his or her authority to represent the Supplier in matters relating to the Contract: <i>No additional powers or limitations</i>

Project Plan (GCC Clause 19)

GCC 19.1	<p>Chapters in the Project Plan shall address the following subjects:</p> <ul style="list-style-type: none"> • Project management, personnel and organization
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	<ul style="list-style-type: none"> • Implementation • Data migration • Operational Acceptance Testing • Administrator Training and Train the Trainer sessions • Maintenance and support <p>Further details regarding the required contents of each of the above chapters are contained in the Technical Requirements Section VII. Requirements of the Information Systems.</p>
GCC 19.6	<p>The Supplier shall submit to the Purchaser during the implementation period signed off by the project manager:</p> <ul style="list-style-type: none"> • Weekly Project Progress Report • Weekly project steering committee meeting minutes <p>The Supplier shall submit to the Purchaser during the support and maintenance period signed off by the product integration expert and support engineer:</p> <ul style="list-style-type: none"> • Monthly solution usage statistics • Monthly support incidents report (including SLA and Penalty status) • Investigation report with reasons / Root Cause Analysis (RCA) for any service failure in full or partial • Monthly support review meeting needs to be held and above reports need to be reviewed and signed off by both ICTA and the supplier

Design and Engineering (GCC Clause 21)

GCC 21.3.1	<i>There are no Special Conditions of Contract applicable to GCC Clause 21.3.1.</i>
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Product Upgrades (GCC Clause 23)

GCC 23.4	<p>Perpetual license should cover the following points</p> <ul style="list-style-type: none"> • All software updates to all the components must be available for the next 3 years without any additional cost • All software version upgrades to all the components within next 3 years should be without any additional cost • Data archives and backups should be both forward and backward compatible
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	<ul style="list-style-type: none"> • Name of the email box may change according to the personnel changes and license should not restrict such re-assignment • All integrations between different software components should be covered from the same license agreement. For example, if there are different software components for video conferencing, document management and chatting, integration of those should be covered under the same license agreement • License will be considered activated from the date the email box is created. • There should not be any restriction for use the license based on country, region, or any other geographical spread. • Access needs to be granted to resources such as support portals, discussion forums, facts sheets, data sheets, etc.... through the same license. There should not be any additional cost to access these resources. • In the event of any solution component get upgraded or updated, total solution should still work without any disturbance to the integrations
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Inspections and Tests (GCC Clause 25)

GCC 25	<i>There are no Special Conditions of Contract applicable to GCC Clause 25.</i>
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Commissioning and Operational Acceptance (GCC Clause 27)

GCC 27.2.1	<i>There are no Special Conditions of Contract applicable to GCC Clause 27.2.1.</i>
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F. GUARANTEES AND LIABILITIES

Operational Acceptance Time Guarantee (GCC Clause 28)

GCC 28.2	Liquidated damages shall be assessed at zero point five percent (0.5%) per week. The maximum liquidated damages are ten percent (10%) of the Contract Price, or relevant part of the Contract Price if the liquidated damages apply to a Subsystem.
GCC 28.3	Liquidated damages shall be assessed only with respect to achieving Operational Acceptance

Defect Liability (GCC Clause 29)

GCC 29.1	<i>There are no Special Conditions of Contract applicable to GCC Clause 29.1.</i>
GCC 29.4	<p>The Warranty Period shall begin from the date of Operational Acceptance of the System and extend for 36 months</p> <p>The Post Warranty Period shall begin from end of Warranty Period and extend for 36 months (Y4 to Y6)</p>
GCC 29.10	<p><i>There are no Special Conditions of Contract applicable to GCC Clause 29.10</i></p> <p><i>Refer the Service Level Agreement in Section VII: Requirements of the Information System</i></p>

Functional Guarantees (GCC Clause 30)

GCC 30	<i>There are no Special Conditions of Contract applicable to GCC Clause 30.</i>
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G. RISK DISTRIBUTION**Insurances (GCC Clause 37)**

GCC 37.1 (c)	The Supplier shall obtain Third-Party Liability Insurance for an amount equal to the Contract value of the System plus ten percent (10%) , with deductible limits of no more than ten percent (10%) . The insured Parties shall be the Purchaser and the Supplier. The Insurance shall cover the period from the date of Contract effectiveness until the date of Contract completion.
GCC 37.1 (e)	<p>The Supplier shall obtain Worker's Compensation Insurance in accordance with the statutory requirements of Democratic Socialist Republic of Sri Lanka. The Insurance shall cover the period from the date of Contract effectiveness until the date of Contract completion.</p> <p>The Supplier shall obtain Employer's Liability Insurance in accordance with the statutory requirements of Democratic Socialist Republic of Sri Lanka. The Insurance shall cover the period from the date of Contract effectiveness until the date of Contract completion</p>

H. CHANGE IN CONTRACT ELEMENTS

Changes to the System (GCC Clause 39)

GCC 39.4	<p>Value Engineering</p> <p>The Purchaser <i>will</i> consider a Value Engineering Proposal.</p> <p>When the Purchaser will consider a Value Engineering Proposal and if the value engineering proposal is approved by the Purchaser the amount to be paid to the Supplier shall be 30% percent of the reduction in the Contract Price.</p>
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I. SETTLEMENT OF DISPUTES

Settlement of Disputes (GCC Clause 43)

GCC 43.1.4	The Appointing Authority for the Adjudicator is: Not Applicable
GCC 43.2.3	<p>The following provisions shall be applicable for settlement of disputes under Clause 43</p> <p>A. If any dispute of any kind whatsoever shall arise between the Purchaser and the Supplier in connection with or arising out of the Contract, including without prejudice to the generality of the foregoing, any question regarding its existence, validity, or termination, or the operation of the Information Technologies provided under this contract (whether during the progress of implementation or after achieving Operational Acceptance and whether before or after the termination, abandonment, or breach of the Contract), the parties shall seek to resolve any such dispute or difference by mutual consultation. If the parties fail to resolve such a dispute or difference by mutual consultation, within fourteen (14) days after one party has notified the other in writing of the dispute or difference, either party may give notice to the other party, of its intention to commence arbitration, as provided below, indicating the matter in dispute. No arbitration in respect of this matter may be commenced unless such notice is given</p> <p>B. Any dispute, in respect of which a notice of intention to commence arbitration has been given, in accordance with this clause, shall be finally settled by arbitration. Arbitration may be commenced prior to or after Installation of the Information Technologies.</p>

	<p>C. The following rules of procedure for mediation and arbitration shall be applicable (a) <u>if the Supplier is foreign (including a Joint Venture when at least one partner is foreign)</u> or (b) <u>if the Supplier is a national of the Purchaser's country</u></p> <p>D. Dispute for resolution by arbitration shall be in accordance with the UNCITRAL Arbitration Rules as at present in force</p> <p>E. The arbitration shall be heard in Sri Lanka before an arbitrator mutually agreeable to the parties; provided, that if the parties cannot agree on the choice of arbitrator within 10 days after the first party seeking arbitration has given written notice, then the arbitration shall be heard by three arbitrators, one chosen by each party, and the third chosen by those two arbitrators. The arbitrators will be selected from a panel of persons having experience with and knowledge of information technology and at least one of the arbitrators selected will be an attorney. A hearing on the merits of all claims for which arbitration is sought by either party shall be commenced not later than 60 days from the date demand for arbitration is made by the first party seeking arbitration. The arbitrator(s) must render a decision within 10 days after the conclusion of such hearing. Any award in such arbitration shall be final and binding upon the parties and the judgment thereon may be entered in any court of competent jurisdiction</p> <p>F. The arbitrators shall apply the substantive laws of Sri Lanka, without reference to provisions relating to conflict of laws. The arbitrators shall not have the power to alter, modify, amend, add to, or subtract from any term or provision of this Agreement, nor to rule upon or grant any extension, renewal, or continuance of this Agreement. The arbitrators shall have the authority to grant any legal remedy available had the parties submitted the dispute to a judicial proceeding.</p>
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SECTION X - CONTRACT FORMS

Notes to the Purchaser on preparing the Contract Forms

Performance Security: Pursuant to GCC Clause 13.3, the successful Bidder is required to provide the Performance Security within twenty-eight (28) days of notification of Contract award.

Advance Payment Security: Pursuant to Clause 13.2, the successful Bidder is required to provide a bank guarantee securing the Advance Payment, if the SCC related to GCC Clause 12.1 provides for an Advance Payment.

Installation and Operational Acceptance Certificates: Recommended formats for these certificates are included in this SPD. Unless the Purchaser has good reason to require procedures that differ from those recommended, or to require different wording in the certificates, the procedures and forms shall be included unchanged. If the Purchaser wishes to amend the recommended procedures and/or certificates, it may propose alternatives for the approval of the World Bank before release of the bidding document to potential Bidders.

Change Order Procedures and Forms: Similar to the Installation and Operational Acceptance Certificates, the Change Estimate Proposal, Estimate Acceptance, Change Proposal, Change Order, and related Forms should be included in the bidding document unaltered. If the Purchaser wishes to amend the recommended procedures and/or certificates, it may propose alternatives for the approval of the World Bank before release of the bidding document.

Notes to Bidders on working with the Sample Contractual Forms

The following forms are to be completed and submitted by the successful Bidder following receipt of the Letter of Acceptance from the Purchaser: (i) Contract Agreement, with all Appendices; (ii) Performance Security; and (iii) Advance Payment Security.

- **Contract Agreement:** In addition to specifying the parties and the Contract Price, the Contract Agreement is where the: (i) Supplier Representative; (ii) if applicable, agreed Adjudicator and his/her compensation; and (iii) the List of Approved Subcontractors are specified. In addition, modifications to the successful Bidder's Bid Price Schedules are attached to the Agreement. These contain corrections and adjustments to the Supplier's bid prices to correct errors, adjust the Contract Price to reflect – if applicable – any extensions to bid validity beyond the last day of original bid validity plus 56 days, etc.
- **Performance Security:** Pursuant to GCC Clause 13.3, the successful Bidder is required to provide the Performance Security in the form contained in this

section of these bidding documents and in the amount specified in accordance with the SCC.

- Advance Payment Security: Pursuant to GCC Clause 13.2, the successful Bidder is required to provide a bank guarantee for the full amount of the Advance Payment - if an Advance Payment is specified in the SCC for GCC Clause 12.1 - in the form contained in this section of these bidding documents or another form acceptable to the Purchaser. If a Bidder wishes to propose a different Advance Payment Security form, it should submit a copy to the Purchaser promptly for review and confirmation of acceptability before the bid submission deadline.

The Purchaser and Supplier will use the following additional forms during Contract implementation to formalize or certify important Contract events: (i) the Installation and Operational Acceptance Certificates; and (ii) the various Change Order forms. These and the procedures for their use during performance of the Contract are included in the bidding documents for the information of Bidders.

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NOTIFICATION OF INTENTION TO AWARD

[This Notification of Intention to Award shall be sent to each Bidder that submitted a Bid.]

[Send this Notification to the Bidder's Authorized Representative named in the Bidder Information Form]

For the attention of Bidder's Authorized Representative

Name: *[insert **Authorized Representative's name**]*

Address: *[insert **Authorized Representative's Address**]*

Telephone/Fax numbers: *[insert **Authorized Representative's telephone/fax numbers**]*

Email Address: *[insert **Authorized Representative's email address**]*

[IMPORTANT: insert the date that this Notification is transmitted to all participating Bidders. The Notification must be sent to all Bidders simultaneously. This means on the same date and as close to the same time as possible.]

DATE OF TRANSMISSION: This Notification is sent by: *[specify **email / fax**]* on *[specify **date**]*
(local time)

Notification of Intention to Award

Purchaser: *[insert **the name of the Purchaser**]*

Project: *[insert **name of project**]*

Contract title: *[insert **the name of the contract**]*

Country: *[insert **country where RFB is issued**]*

Loan No. /Credit No. / Grant No.: *[insert **reference number for loan/credit/grant**]*

RFB No: *[insert **RFB reference number from Procurement Plan**]*

This Notification of Intention to Award (Notification) notifies you of our decision to award the above contract. The transmission of this Notification begins the Standstill Period. During the Standstill Period you may:

- a) request a debriefing in relation to the evaluation of your Bid, and/or
- b) submit a Procurement-related Complaint in relation to the decision to award the contract.

1. The successful Bidder

Name:	[insert name of successful Bidder]
Address:	[insert address of the successful Bidder]
Contract price:	[insert contract price of the successful Bidder]
Total combined score:	[insert the total combined score of the successful Bidder]

2. Other Bidders *[INSTRUCTIONS: insert names of all Bidders that submitted a Bid. If the Bid's price was evaluated include the evaluated price as well as the Bid price as read out.]*

Name of Bidder	Technical Score (If applicable)	Bid price	Evaluated Bid Cost	Combined Score (if applicable)
[insert name]	[insert Technical score]	[insert Bid price]	[insert evaluated cost]	[insert combined score]
[insert name]	[insert Technical score]	[insert Bid price]	[insert evaluated cost]	[insert combined score]
[insert name]	[insert Technical score]	[insert Bid price]	[insert evaluated cost]	[insert combined score]

3. Reason/s why your Bid was unsuccessful *[Delete if the combined score already reveals the reason]*

[INSTRUCTIONS; State the reason/s why this Bidder's Bid was unsuccessful. Do NOT include: (a) a point by point comparison with another Bidder's Bid or (b) information that is marked confidential by the Bidder in its Bid.]

4. How to request a debriefing

DEADLINE: The deadline to request a debriefing expires at midnight on [insert date] (local time).

You may request a debriefing in relation to the results of the evaluation of your Bid. If you decide to request a debriefing your written request must be made within three (3) Business Days of receipt of this Notification of Intention to Award.

Provide the contract name, reference number, name of the Bidder, contact details; and address the request for debriefing as follows:

Attention: *[insert full name of person, if applicable]*

Title/position: *[insert title/position]*

Agency: *[insert name of Purchaser]*

Email address: *[insert email address]*

Fax number: *[insert fax number or state “not applicable”]*

If your request for a debriefing is received within the 3 Business Days deadline, we will provide the debriefing within five (5) Business Days of receipt of your request. If we are unable to provide the debriefing within this period, the Standstill Period shall be extended by five (5) Business Days after the date that the debriefing is provided. If this happens, we will notify you and confirm the date that the extended Standstill Period will end.

The debriefing may be in writing, by phone, video conference call or in person. We shall promptly advise you in writing how the debriefing will take place and confirm the date and time.

If the deadline to request a debriefing has expired, you may still request a debriefing. In this case, we will provide the debriefing as soon as practicable, and normally no later than fifteen (15) Business Days from the date of publication of the Contract Award Notice.

5. How to make a complaint

DEADLINE: The deadline for submitting a Procurement-related Complaint challenging the decision to award the contract expires on midnight, *[insert date]* (local time).

Provide the contract name, reference number, name of the Bidder, contact details; and address the Procurement-related Complaint as follows:

Attention: *[insert full name of person, if applicable]*

Title/position: *[insert title/position]*

Agency: *[insert name of Purchaser]*

Email address: *[insert email address]*

Fax number: *[insert fax number or state “not applicable”]*

At this point in the procurement process, you may submit a Procurement-related Complaint challenging the decision to award the contract. You do not need to have requested, or received, a debriefing before making this complaint. Your complaint must be submitted within the Standstill Period and received by us before the Standstill Period ends.

For more information see the “[Procurement Regulations for IPF Borrowers \(Procurement Regulations\)](#) (Annex III).” You should read these provisions before preparing and submitting your complaint. In addition, the World Bank’s Guidance “[How to make a Procurement-related Complaint](#)” provides a useful explanation of the process, as well as a sample letter of complaint.

In summary, there are four essential requirements:

1. You must be an ‘interested party’. In this case, that means a Bidder who submitted a Bid in this procurement, and is the recipient of a Notification of Intention to Award.
2. The complaint can only challenge the decision to award the contract.
3. You must submit the complaint within the deadline stated above.
4. You must include, in your complaint, all of the information required by the Procurement Regulations (as described in Annex III).

6. Standstill Period

DEADLINE: The Standstill Period is due to end at midnight on *[insert date]* (local time).

The Standstill Period lasts ten (10) Business Days after the date of transmission of this Notification of Intention to Award.

The Standstill Period may be extended. This may happen where we are unable to provide a debriefing within the five (5) Business Day deadline. If this happens we will notify you of the extension.

If you have any questions regarding this Notification please do not hesitate to contact us.

On behalf of the Purchaser:

Signature: _____

Title/position: *[insert title/position]*

Agency: *[insert name of Purchaser]*

Email address: *[insert email address]*

Telephone number: *[insert telephone number]*

BENEFICIAL OWNERSHIP DISCLOSURE FORM

INSTRUCTIONS TO BIDDERS: DELETE THIS BOX ONCE YOU HAVE COMPLETED THE FORM

This Beneficial Ownership Disclosure Form (“Form”) is to be completed by the successful Bidder. In case of joint venture, the Bidder must submit a separate Form for each member. The beneficial ownership information to be submitted in this Form shall be current as of the date of its submission.

For the purposes of this Form, a Beneficial Owner of a Bidder is any natural person who ultimately owns or controls the Bidder by meeting one or more of the following conditions:

- *directly or indirectly holding 25% or more of the shares*
- *directly or indirectly holding 25% or more of the voting rights*
- *directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Bidder*

RFB No.: [insert **number of RFB process**]

Request for Bid No.: [insert **identification**]

To: [insert **complete name of Purchaser**]

In response to your request in the Letter of Acceptance dated [insert date of letter of Acceptance] to furnish additional information on beneficial ownership: [select one option as applicable and delete the options that are not applicable]

(i) we hereby provide the following beneficial ownership information.

Details of beneficial ownership

Identity of Beneficial Owner	Directly or indirectly holding 25% or more of the shares (Yes / No)	Directly or indirectly holding 25 % or more of the Voting Rights (Yes / No)	Directly or indirectly having the right to appoint a majority of the board of the directors or an equivalent governing body of the Bidder (Yes / No)

<i>[include full name (last, middle, first), nationality, country of residence]</i>			
---	--	--	--

OR

(ii) *We declare that there is no Beneficial Owner meeting one or more of the following conditions:*

- directly or indirectly holding 25% or more of the shares
- directly or indirectly holding 25% or more of the voting rights
- directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Bidder

OR

(iii) *We declare that we are unable to identify any Beneficial Owner meeting one or more of the following conditions. [If this option is selected, the Bidder shall provide explanation on why it is unable to identify any Beneficial Owner]*

- directly or indirectly holding 25% or more of the shares
- directly or indirectly holding 25% or more of the voting rights
- directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Bidder]

Name of the Bidder: **[insert complete name of the Bidder]*

Name of the person duly authorized to sign the Bid on behalf of the Bidder: ***[insert complete name of person duly authorized to sign the Bid]*

Title of the person signing the Bid: *[insert complete title of the person signing the Bid]*

Signature of the person named above: _____

Date signed *[insert ordinal number]* day of *[insert month]*, *[insert year]*

* In the case of the Bid submitted by a Joint Venture specify the name of the Joint Venture as Bidder. In the event that the Bidder is a joint venture, each reference to “Bidder” in the Beneficial Ownership Disclosure Form (including this Introduction thereto) shall be read to refer to the joint venture member.

** Person signing the Bid shall have the power of attorney given by the Bidder. The power of attorney shall be attached with the Bid Schedules.

LETTER OF ACCEPTANCE

Purchaser: *[insert the name of the Purchaser]*

Project: *[insert name of project]*

Contract title: *[insert the name of the contract]*

Country: *[insert country where RFB is issued]*

Loan No. /Credit No. / Grant No.: *[insert reference number for loan/credit/grant]*

RFB No: *[insert RFB reference number from Procurement Plan]*

Date: *[insert Date]*

To: *[insert Name of Bidder]*

This is to notify you that your Bid dated *[insert Date]* for execution of the *[insert brief description of the Information System]* for the Contract Price in the aggregate of *[insert amount in figures]* (*[insert amount in words]*), as corrected and modified in accordance with the Instructions to Bidders is hereby accepted by our Agency.

You are requested to furnish (i) the Performance Security within 28 days in accordance with the Conditions of Contract, using for that purpose one of the Performance Security Forms and (ii) the additional information on beneficial ownership in accordance with BDS ITB 47.1 within eight (8) Business days using the Beneficial Ownership Disclosure Form, included in Section X, - Contract Forms, of the Bidding Document.

Authorized Signature: _____

Name and Title of Signatory: *[insert Name and Title]*

Name of Agency: *[insert Purchaser Name]*

Attachment: Contract Agreement

1. CONTRACT AGREEMENT

THIS CONTRACT AGREEMENT is made

the [*insert: ordinal number*] day of [*insert: month*], [*insert: year*].

BETWEEN

- (1) [*insert: Name of Purchaser*], a [*insert: description of type of legal entity, for example, an agency of the Ministry of . . .*] of the Government of [*insert: country of Purchaser*], or corporation incorporated under the laws of [*insert: country of Purchaser*] and having its principal place of business at [*insert: address of Purchaser*] (hereinafter called “the Purchaser”), and
- (2) [*insert: name of Supplier*], a corporation incorporated under the laws of [*insert: country of Supplier*] and having its principal place of business at [*insert: address of Supplier*] (hereinafter called “the Supplier”).

WHEREAS the Purchaser desires to engage the Supplier to supply, install, achieve Operational Acceptance of, and support the following Information System [*insert: brief description of the Information System*] (“the System”), and the Supplier has agreed to such engagement upon and subject to the terms and conditions appearing below in this Contract Agreement.

NOW IT IS HEREBY AGREED as follows:

- | | |
|--------------------|---|
| Article 1. | 1.1 Contract Documents (Reference GCC Clause 1.1 (a) (ii)) |
| Contract Documents | <p>The following documents shall constitute the Contract between the Purchaser and the Supplier, and each shall be read and construed as an integral part of the Contract:</p> <ol style="list-style-type: none"> (a) This Contract Agreement and the Appendices attached to the Contract Agreement (b) Special Conditions of Contract (c) General Conditions of Contract (d) Technical Requirements (including Implementation Schedule) (e) The Supplier’s bid and original Price Schedules (f) Code of Conduct for Supplier’s and its Subcontractors’ personnel |

(g) [Add here: **any other documents**]

1.2 Order of Precedence (Reference GCC Clause 2)

In the event of any ambiguity or conflict between the Contract Documents listed above, the order of precedence shall be the order in which the Contract Documents are listed in Article 1.1 (Contract Documents) above, provided that Appendix 7 shall prevail over all provisions of the Contract Agreement and the other Appendices attached to the Contract Agreement and all the other Contract Documents listed in Article 1.1 above.

1.3 Definitions (Reference GCC Clause 1)

Capitalized words and phrases used in this Contract Agreement shall have the same meanings as are ascribed to them in the General Conditions of Contract.

Article 2.

Contract Price and Terms of Payment

2.1 Contract Price (Reference GCC Clause 1.1(a)(viii) and GCC Clause 11)

The Purchaser hereby agrees to pay to the Supplier the Contract Price in consideration of the performance by the Supplier of its obligations under the Contract. The Contract Price shall be the aggregate of: [insert: **amount of foreign currency A in words**], [insert: **amount in figures**], plus [insert: **amount of foreign currency B in words**], [insert: **amount in figures**], plus [insert: **amount of foreign currency C in words**], [insert: **amount in figures**], [insert: **amount of local currency in words**], [insert: **amount in figures**], as specified in the Grand Summary Price Schedule.

The Contract Price shall be understood to reflect the terms and conditions used in the specification of prices in the detailed price schedules, including the terms and conditions of the associated Incoterms, and the taxes, duties and related levies if and as identified.

Article 3.

Effective Date for Determining Time for Operational Acceptance

3.1 Effective Date (Reference GCC Clause 1.1 (e) (ix))

The time allowed for supply, installation, and achieving Operational Acceptance of the System shall be determined from the date when all of the following conditions have been fulfilled:

- (a) This Contract Agreement has been duly executed for and on behalf of the Purchaser and the Supplier;
- (b) The Supplier has submitted to the Purchaser the performance security and the advance payment security, in accordance with GCC Clause 13.2 and GCC Clause 13.3;
- (c) The Purchaser has paid the Supplier the advance payment, in accordance with GCC Clause 12;

Each party shall use its best efforts to fulfill the above conditions for which it is responsible as soon as practicable.

- 3.2 If the conditions listed under 3.1 are not fulfilled within two (2) months from the date of this Contract Agreement because of reasons not attributable to the Supplier, the parties shall discuss and agree on an equitable adjustment to the Contract Price and the Time for Achieving Operational Acceptance and/or other relevant conditions of the Contract.

Article 4. 4.1 The Appendixes listed below shall be deemed to form an integral part of this Contract Agreement.

Appendixes

- 4.2 Reference in the Contract to any Appendix shall mean the Appendixes listed below and attached to this Contract Agreement, and the Contract shall be read and construed accordingly.

APPENDIXES

- Appendix 1. Supplier's Representative
- Appendix 2. Adjudicator
- Appendix 3. List of Approved Subcontractors
- Appendix 4. Categories of Software
- Appendix 5. Custom Materials
- Appendix 6. Revised Price Schedules (if any)
- Appendix 7. Minutes of Contract Finalization Discussions and Agreed-to Contract Amendments

IN WITNESS WHEREOF the Purchaser and the Supplier have caused this Agreement to be duly executed by their duly authorized representatives the day and year first above written.

For and on behalf of the Purchaser

Signed:

in the capacity of [*insert: title or other appropriate designation*]

in the presence of

For and on behalf of the Supplier

Signed:

in the capacity of [*insert: title or other appropriate designation*]

in the presence of

CONTRACT AGREEMENT

dated the [*insert: number*] day of [*insert: month*], [*insert: year*]

BETWEEN

[*insert: name of Purchaser*], “the Purchaser”

and

[*insert: name of Supplier*], “the Supplier”

Appendix 1. Supplier's Representative

In accordance with GCC Clause 1.1 (b) (iv), the Supplier's Representative is:

Name: *[insert: name and provide title and address further below, or state "to be nominated within fourteen (14) days of the Effective Date"]*

Title: *[if appropriate, insert: title]*

In accordance with GCC Clause 4.3, the Supplier's addresses for notices under the Contract are:

Address of the Supplier's Representative: *[as appropriate, insert: personal delivery, postal, cable, facsimile, electronic mail, and/or EDI addresses.]*

Fallback address of the Supplier: *[as appropriate, insert: personal delivery, postal, cable, facsimile, electronic mail, and/or EDI addresses.]*

Appendix 2. Adjudicator

In accordance with GCC Clause 1.1 (b) (vi), the agreed-upon Adjudicator is:

Name: ***Mr. Christy Perera***

Title: ***Former member of National Procurement Commission Sri Lanka***

Address: ***212/7A, Nelum Place, Kalapaluwawa, Rajagiriya***

Telephone: ***+94 777572381***

In accordance with GCC Clause 43.1.3, the agreed-upon fees and reimbursable expenses are:

Hourly Fees: ***LKR 15,000.00***

Reimbursable Expenses: ***telephone, fax, and other communications costs, as well as all costs associated with any trips to the site(s), if any***

Pursuant to GCC Clause 43.1.4, if at the time of Contract signing, agreement has not been reached between the Purchaser and the Supplier, an Adjudicator will be appointed by the Appointing Authority named in the SCC.

Appendix 3. List of Approved Subcontractors

The Purchaser has approved use of the following Subcontractors nominated by the Supplier for carrying out the item or component of the System indicated. Where more than one Subcontractor is listed, the Supplier is free to choose between them, but it must notify the Purchaser of its choice sufficiently in advance of the time when the subcontracted work needs to commence to give the Purchaser reasonable time for review. In accordance with GCC Clause 20.1, the Supplier is free to submit proposals for Subcontractors for additional items from time to time. No subcontracts shall be placed with any such Subcontractors for additional items until the Subcontractors have been approved in writing by the Purchaser and their names have been added to this list of Approved Subcontractors, subject to GCC Clause 20.3.

[specify: item, approved Subcontractors, and their place of registration that the Supplier proposed in the corresponding attachment to its bid and that the Purchaser approves that the Supplier engage during the performance of the Contract. Add additional pages as necessary.]

Item	Approved Subcontractors	Place of Registration

Appendix 4. Categories of Software

The following table assigns each item of Software supplied and installed under the Contract to one of the three categories: (i) System Software, (ii) General-Purpose Software, or (iii) Application Software; and to one of the two categories: (i) Standard Software or (ii) Custom Software and to one of the two categories: (i) Proprietary or (ii) Open Source.

	(select one per title)			(select one per title)		(select one per title)	
Title	System	General-Purpose	Application	Standard	Custom	Proprietary	Open Source
[insert Title]							
[insert Title]							
[insert Title]							
[insert Title]							
[insert Title]							
[insert Title]							

Appendix 5. Custom Materials

The follow table specifies the Custom Materials the Supplier will provide under the Contract.

Custom Materials
<i>[insert Title and description]</i>
<i>[insert Title and description]</i>
<i>[insert Title and description]</i>
<i>[insert Title and description]</i>
<i>[insert Title and description]</i>

Appendix 6. Revised Price Schedules

The attached Revised Price Schedules (if any) shall form part of this Contract Agreement and, where differences exist, shall supersede the Price Schedules contained in the Supplier's Bid. These Revised Price Schedules reflect any corrections or adjustments to the Supplier's bid price, pursuant to the ITB Clauses 30.3 and 38.2.

Appendix 7. Minutes of Contract Finalization Discussions and Agreed-to Contract Amendments

The attached Contract amendments (if any) shall form part of this Contract Agreement and, where differences exist, shall supersede the relevant clauses in the GCC, SCC, Technical Requirements, or other parts of this Contract as defined in GCC Clause 1.1 (a) (ii).

2. PERFORMANCE AND ADVANCE PAYMENT SECURITY FORMS

2.1 Performance Security Form (Bank Guarantee) (Bank Guarantee)

[The bank, as requested by the successful Bidder, shall fill in this form in accordance with the instructions indicated]

[Guarantor letterhead or SWIFT identifier code]

*[insert: **Bank's Name, and Address of Issuing Branch or Office**]*

Beneficiary: *[insert: **Name and Address of Purchaser**]*

Date: *[insert: **date**]*

PERFORMANCE GUARANTEE No.: *[insert: **Performance Guarantee Number**]*

Guarantor: *[Insert name and address of place of issue, unless indicated in the letterhead]*

We have been informed that on *[insert: **date of award**]* you awarded Contract No. *[insert: **Contract number**]* for *[insert: **title and/or brief description of the Contract**]* (hereinafter called "the Contract") to *[insert: **complete name of Supplier which in the case of a joint venture shall be in the name of the joint venture**]* (hereinafter called "the Applicant"). Furthermore, we understand that, according to the conditions of the Contract, a performance guarantee is required.

At the request of the Applicant, we as Guarantor hereby irrevocably undertake to pay you any sum(s) not exceeding *[insert: **amount(s)¹ in figures and words**]* such sum being payable in the types and proportions of currencies which the Contract Price is payable upon receipt by us of the Beneficiary's statement, whether in the demand itself or in a separate signed document accompanying or identifying the demand, stating that the Applicant is in breach of its obligation(s) under the contract without the Beneficiary needing to prove or to show grounds or reasons for their demand or the sum specified therein.

On the date of your issuing, to the Supplier, the Operational Acceptance Certificate for the System, the value of this guarantee will be reduced to any sum(s) not exceeding *[insert: **amount(s)¹ in figures and words**]*. This remaining guarantee shall expire no later than *[insert: **number and**]*

¹ The bank shall insert the amount(s) specified and denominated in the SCC for GCC Clauses 13.3.1 and 13.3.4 respectively, either in the currency(ies) of the Contract or a freely convertible currency acceptable to the Purchaser.

select: of months/of years (of the Warranty Period that needs to be covered by the remaining guarantee)] from the date of the Operational Acceptance Certificate for the System,¹ and any demand for payment under it must be received by us at this office on or before that date.

This guarantee is subject to the Uniform Rules for Demand Guarantees, (URDG) 2010 Revision, ICC Publication No. 758, except that the supporting statement under 15 (a) is hereby excluded.

[Signature(s)]

[Note: All italicized text (including footnotes) is for use in preparing this form and shall be deleted from the final product.]

¹ *In this sample form, the formulation of this paragraph reflects the usual SCC provisions for GCC Clause 13.3. However, if the SCC for GCC Clauses 13.3.1 and 13.3.4 varies from the usual provisions, the paragraph, and possibly the previous paragraph, need to be adjusted to precisely reflect the provisions specified in the SCC.*

2.2 Advance Payment Security

Bank Guarantee

[Guarantor letterhead or SWIFT identifier code]

Beneficiary: *[insert: **Name and Address of Purchaser**]*

Date: *[insert date of issue]*

ADVANCE PAYMENT GUARANTEE No.: *[insert: **Advance Payment Guarantee Number**]*

Guarantor: *[Insert name and address of place of issue, unless indicated in the letterhead]*

We have been informed that on *[insert: **date of award**]* you awarded Contract No. *[insert: **Contract number**]* for *[insert: **title and/or brief description of the Contract**]* (hereinafter called "the Contract") to *[insert: **complete name of Supplier, which in the case of a joint venture shall be the name of the joint venture**]* (hereinafter called "the Applicant").

Furthermore, we understand that, according to the conditions of the Contract, an advance payment in the sum of *[insert: **amount in numbers and words, for each currency of the advance payment**]* is to be made to the Supplier against an advance payment guarantee.

At the request of the Applicant, we as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of *[insert **amount in figures**]* (*[insert **amount in words**]*)¹ upon receipt by us of the Beneficiary's complying demand supported by the Beneficiary's statement, whether in the demand itself or in a separate signed document accompanying or identifying the demand, stating either that the Applicant:

- (a) has used the advance payment for purposes other than toward delivery of Goods; or
- (b) has failed to repay the advance payment in accordance with the Contract conditions, specifying the amount which the Applicant has failed to repay.

¹ The Guarantor shall insert an amount representing the amount of the advance payment and denominated either in the currency(ies) of the advance payment as specified in the Contract, or in a freely convertible currency acceptable to the Purchaser.

A demand under this guarantee may be presented as from the presentation to the Guarantor of a certificate from the Beneficiary's bank stating that the advance payment referred to above has been credited to the Applicant on its account number *[insert **number**]* at *[insert **name and address of Applicant's bank**]*.

The maximum amount of this guarantee shall be progressively reduced by the amount of the advance payment repaid by the Applicant as specified in copies of interim statements or payment certificates which shall be presented to us. This guarantee shall expire, at the latest, upon our receipt of a copy of the interim payment certificate indicating that ninety (90) percent of the Accepted Contract Amount, has been certified for payment, or on the *[insert **day**]* day of *[insert **month**]*, *[insert **year**]*, whichever is earlier. Consequently, any demand for payment under this guarantee must be received by us at this office on or before that date.

This guarantee is subject to the Uniform Rules for Demand Guarantees (URDG) 2010 Revision, ICC Publication No.758, except that the supporting statement under Article 15(a) is hereby excluded.

[signature(s)]

[Note: All italicized text (including footnotes) is for use in preparing this form and shall be deleted from the final product.]

3. INSTALLATION AND ACCEPTANCE CERTIFICATES

3. Installation and Acceptance Certificates

3.1 Installation Certificate

Date: [insert: **date**]

Loan/Credit Number: [insert: **loan or credit number from RFB**]

RFB: [insert: **title and number of RFB**]

Contract: [insert: **name and number of Contract**]

To: [insert: **name and address of Supplier**]

Dear Sir or Madam:

Pursuant to GCC Clause 26 (Installation of the System) of the Contract entered into between yourselves and the [insert: **name of Purchaser**] (hereinafter the “Purchaser”) dated [insert: **date of Contract**], relating to the [insert: **brief description of the Information System**], we hereby notify you that the System (or a Subsystem or major component thereof) was deemed to have been correctly installed on the date specified below.

1. Description of the System (or relevant Subsystem or major component: [insert: **description**]
2. Date of Installation: [insert: **date**]

Notwithstanding the above, you are required to complete the outstanding items listed in the attachment to this certificate as soon as practicable. This letter shall not relieve you of your obligation to achieve Operational Acceptance of the System in accordance with the Contract nor of your obligations during the Warranty Period.

For and on behalf of the Purchaser

Signed:

Date:

in the capacity of: [state: **“Project Manager”** or specify a higher level authority in the Purchaser’s organization]

3.2 Operational Acceptance Certificate

Date: [insert: **date**]

Loan/Credit Number: [insert: **loan or credit number from RFB**]

RFB: [insert: **title and number of RFB**]

Contract: [insert: **name of System or Subsystem and number of Contract**]

To: [insert: **name and address of Supplier**]

Dear Sir or Madam:

Pursuant to GCC Clause 27 (Commissioning and Operational Acceptance) of the Contract entered into between yourselves and the [insert: **name of Purchaser**] (hereinafter the “Purchaser”) dated [insert: **date of Contract**], relating to the [insert: **brief description of the Information System**], we hereby notify you the System (or the Subsystem or major component identified below) successfully completed the Operational Acceptance Tests specified in the Contract. In accordance with the terms of the Contract, the Purchaser hereby takes over the System (or the Subsystem or major component identified below), together with the responsibility for care and custody and the risk of loss thereof on the date mentioned below.

1. Description of the System (or Subsystem or major component): [insert: **description**]
2. Date of Operational Acceptance: [insert: **date**]

This letter shall not relieve you of your remaining performance obligations under the Contract nor of your obligations during the Warranty Period.

For and on behalf of the Purchaser

Signed: _____

Date: [insert: **date**]

in the capacity of: [state: **“Project Manager”** or specify a higher level authority in the Purchaser’s organization]

4. CHANGE ORDER PROCEDURES AND FORMS

Date: [*insert: date*]

Loan/Credit Number: [*insert: loan or credit number from RFB*]

RFB: [*insert: title and number of RFB*]

Contract: [*insert: name or System or Subsystem and number of Contract*]

General

This section provides samples of procedures and forms for carrying out changes to the System during the performance of the Contract in accordance with GCC Clause 39 (Changes to the System) of the Contract.

Change Order Log

The Supplier shall keep an up-to-date Change Order Log to show the current status of Requests for Change and Change Orders authorized or pending. Changes shall be entered regularly in the Change Order Log to ensure that the log is kept up-to-date. The Supplier shall attach a copy of the current Change Order Log in the monthly progress report to be submitted to the Purchaser.

References to Changes

- (1) Request for Change Proposals (including Application for Change Proposals) shall be serially numbered CR-nnn.
- (2) Change Estimate Proposals shall be numbered CN-nnn.
- (3) Estimate Acceptances shall be numbered CA-nnn.
- (4) Change Proposals shall be numbered CP-nnn.
- (5) Change Orders shall be numbered CO-nnn.

On all forms, the numbering shall be determined by the original CR-nnn.

Annexes

- 4.1 Request for Change Proposal Form
- 4.2 Change Estimate Proposal Form
- 4.3 Estimate Acceptance Form
- 4.4 Change Proposal Form
- 4.5 Change Order Form
- 4.6 Application for Change Proposal Form

4.1 Request for Change Proposal Form

(Purchaser's Letterhead)

Date: [insert: **date**]

Loan/Credit Number: [insert: **loan or credit number from RFB**]

RFB: [insert: **title and number of RFB**]

Contract: [insert: **name of System or Subsystem or number of Contract**]

To: [insert: **name of Supplier and address**]

Attention: [insert: **name and title**]

Dear Sir or Madam:

With reference to the above-referenced Contract, you are requested to prepare and submit a Change Proposal for the Change noted below in accordance with the following instructions within [insert: **number**] days of the date of this letter.

1. Title of Change: [insert: **title**]
2. Request for Change No./Rev.: [insert: **number**]
3. Originator of Change: [select **Purchaser / Supplier (by Application for Change Proposal)**, and add: **name of originator**]
4. Brief Description of Change: [insert: **description**]
5. System (or Subsystem or major component affected by requested Change): [insert: **description**]
6. Technical documents and/or drawings for the request of Change:

Document or Drawing No.	Description
-------------------------	-------------
7. Detailed conditions or special requirements of the requested Change: [insert: **description**]
8. Procedures to be followed:
 - (a) Your Change Proposal will have to show what effect the requested Change will have on the Contract Price.
 - (b) Your Change Proposal shall explain the time it will take to complete the requested Change and the impact, if any, it will have on the date when Operational Acceptance of the entire System agreed in the Contract.

- (c) If you believe implementation of the requested Change will have a negative impact on the quality, operability, or integrity of the System, please provide a detailed explanation, including other approaches that might achieve the same impact as the requested Change.
 - (d) You should also indicate what impact the Change will have on the number and mix of staff needed by the Supplier to perform the Contract.
 - (e) You shall not proceed with the execution of work related to the requested Change until we have accepted and confirmed the impact it will have on the Contract Price and the Implementation Schedule in writing.
9. As next step, please respond using the Change Estimate Proposal form, indicating how much it will cost you to prepare a concrete Change Proposal that will describe the proposed approach for implementing the Change, all its elements, and will also address the points in paragraph 8 above pursuant to GCC Clause 39.2.1. Your Change Estimate Proposal should contain a first approximation of the proposed approach, and implications for schedule and cost, of the Change.

For and on behalf of the Purchaser

Signed:

Date:

in the capacity of: [state: **“Project Manager”** or specify a higher level authority in the Purchaser’s organization]

4.2 Change Estimate Proposal Form

(Supplier's Letterhead)

Date: [insert: **date**]

Loan/Credit Number: [insert: **loan or credit number from RFB**]

RFB: [insert: **title and number of RFB**]

Contract: [insert: **name of System or Subsystem and number of Contract**]

To: [insert: **name of Purchaser and address**]

Attention: [insert: **name and title**]

Dear Sir or Madam:

With reference to your Request for Change Proposal, we are pleased to notify you of the approximate cost of preparing the below-referenced Change in accordance with GCC Clause 39.2.1 of the Contract. We acknowledge that your agreement to the cost of preparing the Change Proposal, in accordance with GCC Clause 39.2.2, is required before we proceed to prepare the actual Change Proposal including a detailed estimate of the cost of implementing the Change itself.

1. Title of Change: [insert: **title**]
2. Request for Change No./Rev.: [insert: **number**]
3. Brief Description of Change (including proposed implementation approach): [insert: **description**]
4. Schedule Impact of Change (initial estimate): [insert: **description**]
5. Initial Cost Estimate for Implementing the Change: [insert: **initial cost estimate**]
6. Cost for Preparation of Change Proposal: [insert: **cost in the currencies of the Contract**], as detailed below in the breakdown of prices, rates, and quantities.

For and on behalf of the Supplier

Signed:

Date:

in the capacity of: [state: **"Supplier's Representative"** or specify a other higher level authority in the Supplier's organization]

4.3 Estimate Acceptance Form

(Purchaser's Letterhead)

Date: [insert: **date**]

Loan/Credit Number: [insert: **loan or credit number from RFB**]

RFB: [insert: **title and number of RFB**]

Contract: [insert: **name of System or Subsystem and number of Contract**]

To: [insert: **name of Supplier and address**]

Attention: [insert: **name and title**]

Dear Sir or Madam:

We hereby accept your Change Estimate and agree that you should proceed with the preparation of a formal Change Proposal.

1. Title of Change: [insert: **title**]
2. Request for Change No./Rev.: [insert: **request number / revision**]
3. Change Estimate Proposal No./Rev.: [insert: **proposal number / revision**]
4. Estimate Acceptance No./Rev.: [insert: **estimate number / revision**]
5. Brief Description of Change: [insert: **description**]
6. Other Terms and Conditions: [insert: **other terms and conditions**]

In the event that we decide not to order the Change referenced above, you shall be entitled to compensation for the cost of preparing the Change Proposal up to the amount estimated for this purpose in the Change Estimate Proposal, in accordance with GCC Clause 39 of the General Conditions of Contract.

For and on behalf of the Purchaser

Signed:

Date:

in the capacity of: [state: **"Project Manager"** or specify a higher level authority in the Purchaser's organization]

4.4 Change Proposal Form

(Supplier's Letterhead)

Date: [insert: **date**]

Loan/Credit Number: [insert: **loan or credit number from RFB**]

RFB: [insert: **title and number of RFB**]

Contract: [insert: **name of System or Subsystem and number of Contract**]

To: [insert: **name of Purchaser and address**]

Attention: [insert: **name and title**]

Dear Sir or Madam:

In response to your Request for Change Proposal No. [insert: **number**], we hereby submit our proposal as follows:

1. Title of Change: [insert: **name**]
2. Change Proposal No./Rev.: [insert: **proposal number/revision**]
3. Originator of Change: [select: **Purchaser / Supplier**; and add: **name**]
4. Brief Description of Change: [insert: **description**]
5. Reasons for Change: [insert: **reason**]
6. The System Subsystem, major component, or equipment that will be affected by the requested Change: [insert: **description**]
7. Technical documents and/or drawings for the requested Change:
Document or Drawing No. Description
8. Estimate of the increase/decrease to the Contract Price resulting from the proposed Change: [insert: **amount in currencies of Contract**], as detailed below in the breakdown of prices, rates, and quantities.
Total lump sum cost of the Change:
Cost to prepare this Change Proposal (i.e., the amount payable if the Change is not accepted, limited as provided by GCC Clause 39.2.6):
9. Additional Time for Achieving Operational Acceptance required due to the Change: [insert: **amount in days / weeks**]

10. Effect on the Functional Guarantees: [*insert: **description***]
11. Effect on the other terms and conditions of the Contract: [*insert: **description***]
12. Validity of this Proposal: for a period of [*insert: **number***] days after receipt of this Proposal by the Purchaser
13. Procedures to be followed:
 - (a) You are requested to notify us of your acceptance, comments, or rejection of this detailed Change Proposal within [*insert: **number***] days from your receipt of this Proposal.
 - (b) The amount of any increase and/or decrease shall be taken into account in the adjustment of the Contract Price.

For and on behalf of the Supplier

Signed:

Date:

in the capacity of: [*state: “**Supplier’s Representative**” or specify a other higher level authority in the Supplier’s organization*]

For and on behalf of the Supplier

Signed: _____

Date: [insert *date*]

in the capacity of: [state **“Supplier’s Representative”** or specify a higher level authority in the Supplier’s organization]

4.6 Application for Change Proposal Form

(Supplier's Letterhead)

Date: [insert: **date**]

Loan/Credit Number: [insert: **loan or credit number from RFB**]

RFB: [insert: **title and number of RFB**]

Contract: [insert: **name of System or Subsystem and number of Contract**]

To: [insert: **name of Purchaser and address**]

Attention: [insert: **name and title**]

Dear Sir or Madam:

We hereby propose that the below-mentioned work be treated as a Change to the System.

1. Title of Change: [insert: **name**]
2. Application for Change Proposal No./Rev.: [insert: **number / revision**] dated: [insert: **date**]
3. Brief Description of Change: [insert: **description**]
4. Reasons for Change: [insert: **description**]
5. Order of Magnitude Estimation: [insert: **amount in currencies of the Contract**]
6. Schedule Impact of Change: [insert: **description**]
7. Effect on Functional Guarantees, if any: [insert: **description**]
8. Appendix: [insert: **titles (if any); otherwise state "none"**]

For and on behalf of the Supplier

Signed:

Date:

in the capacity of: [state: **"Supplier's Representative"** or specify a higher level authority in the Supplier's organization]