

REPUBLIEK SURINAME



**REPUBLIC SURINAME
MINISTRY OF NATURAL RESOURCES
SURINAME COMPETITIVENESS AND SECTOR DIVERSIFICATION PROJECT**

REQUEST FOR QUOTATIONS

NON-CONSULTING SERVICES

**Procurement of:
Design, Development and Hosting of the SCSD and DAS Website**

Country:	Republic of Suriname
Name of Project:	Suriname Competitiveness and Sector Diversification Project
Project No.:	P166187
Loan No.:	IBRD Loan 8985 -SR
RFP No.:	SR-MNR-530123-NC-RFQ
Date of Submission:	13 February 2026

Request for Quotations

Non-Consulting Services

Employer: REPUBLIC SURINAME
MINISTRY OF NATURAL RESOURCES
Project: Suriname Competitiveness and Sector Diversification Project (SCSD)
Contract title: Design, Development and Hosting of the SCSD and DAS Website
Country: Republic of Suriname
Project No.: P166187
Loan No.: IBRD Loan 8985 -SR
RFQ No.: **SR-MNR-530123-NC-RFQ**
Issued on: 26 January 2026

1. The Republic of Suriname – Ministry of Natural Resources has received financing from the World Bank toward the cost of the Suriname Competitiveness and Sector Diversification Project (SCSD) and intends to apply part of the proceeds toward payments under the contract or contracts for the Design, Development and Hosting of the SCSD and DAS Website.
2. The Project Implementation Unit (PIU) under the Ministry of Natural Resources now invites Quotations from eligible Bidders for the Design, Development and Hosting of the SCSD and DAS Website.
3. Bidding will be conducted through comparison of Quotations using a Request for Quotations (RFQ) as specified in the World Bank’s “Procurement Regulations for IPF Borrowers -”dated July 2016, revised November 2017 and August 2018 (“Procurement Regulations”), and is open to pre-identified Bidders as defined in the Procurement Regulations.
4. Bidders may Bid for one or several contracts, as further defined in the Bidding Document. Bidders wishing to offer discounts in case they are awarded more than one contract will be allowed to do so, provided those discounts are included in the Letter of Bid.
5. Interested eligible Bidders may obtain further information from The Project Implementation Unit (PIU) under the Ministry of Natural Resources, Mr. Clyde Griffith during office hours at the address given below.
6. **Bids must be delivered to the address below on or before 3:00 PM on 13 February 2026** Suriname time. Sending of Quotations by electronic mail will be permitted. Late Bids will be rejected.
7. It is not permissible to transfer this RFQ to any other firm.
8. All Bids must be accompanied by a Bid-Securing Declaration.
9. The address referred to above is:

Ministry of Natural Resources

Attn: Mr. Clyde Griffith, Component Coordinator SCSD C1

Mr. Dr. J.C. de Mirandastraat 11 -15, Paramaribo, Republic of Suriname

Tel: (+597) 474666 (PIU Office) or (+597)8532104 (Component Coordinator)

Fax: (+597) 475752

E-mail: clydegriffith1977@gmail.com

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Griffith', with a horizontal line drawn through the middle of the letters.

Clyde Griffith

Component Coordinator SCSD C1

Request for Quotations Non-Consulting Services

Procurement of:

**Design, Development and Hosting of the SCSD
and DAS Website**

RFQ No.: SR-MNR-530123-NC-RFQ

Project: Suriname Competitiveness and Sector Diversification Project
(SCSD)

Employer: REPUBLIC SURINAME
MINISTRY OF NATURAL RESOURCES

Country: Republic of Suriname

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Part I – Bidding Procedures

Section I - Instructions to Bidders

A. General

1. Scope of the Non-Consulting Services

The reference number of the Request for Quotations (RFQ) is: **SR-MNR-530123-NC-RFQ**

The Employer is: **The MINISTRY OF NATURAL RESOURCES of the Republic of Suriname**

The name of the RFQ is: **Design, Development and Hosting of the SCSD and DAS Website**

The number and identification of lots (contracts) comprising this RFQ is: one (1) contract

The Borrower is: the International Bank for Reconstruction and Development (IBRD)
The Loan number is: IBRD Loan 8985-SR

The intended start date of the services is: 1 March 2026

The intended completion date of the services is: 30 April 2026

2. Eligible Bidders

- 2.1 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 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 Employer regarding this Bidding process; or
 - (d) 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 procurement process and execution of the Contract.
- 2.2 A firm that is a Bidder (either individually or as a JV member) shall not participate in more than one Bid,
- 2.3 A Bidder that has been sanctioned by the Bank, pursuant to the Bank's Anti-Corruption Guidelines shall be ineligible to be prequalified for, initially selected 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. A list of debarred firms and individuals is available on the Bank's external website: <http://www.worldbank.org/debarr>.
- 2.4 A Bidder shall not be under suspension from Bidding by the Employer as the result of the operation of a Bid-Securing Declaration or Proposal-Securing Declaration.

- 2.5 This Bidding is open for a selection of Bidders only. A Bidder shall provide such documentary evidence of eligibility satisfactory to the Employer.

B. Content of this RFQ

3. About the Instructions to Bidders and Bidding Forms

The bidding document consists of Parts 1, 2, and 3, which include all the sections indicated below,

PART 1: Bidding Procedures

- Section I - Instructions to Bidders (ITB)
- Section II – Bidding Forms
- Section III – Fraud and Corruption

PART 2: Employer's Requirements

- Section IV - Employer's Requirements / Terms of Reference

PART 3: Contract

- Section V – Contract Forms

4. Clarification of Bidding Document

For clarification of bidding documents, the Employer's address is:

Ministry of Natural Resources

Attn: Mr. Clyde Griffith, Component Coordinator SCSD C1

Mr. Dr. J.C. de Mirandastraat 11 -15, Paramaribo, Republic of Suriname

Tel: (+597) 474666 (PIU Office) or (+597)8532104 (Component Coordinator)

Fax: (+597) 475752

E-mail: clydegriffith1977@gmail.com

A Bidder requiring any clarification of the bidding document shall contact the Employer in writing. The Employer will respond in writing to any request for clarification, provided that such request is received prior to the deadline for submission of Bids. The Employer shall forward copies of its response to all Bidders who have acquired the bidding document. Should the clarification result in changes to the essential elements of the bidding document, the Employer shall amend the bidding document.

5. Amendment of the Bidding Document

- 5.1 At any time prior to the deadline for submission of Bids, the Employer may amend the bidding document by issuing addenda.
- 5.2 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 Employer.
- 5.3 To give prospective Bidders reasonable time in which to take an addendum into account in preparing their Bids, the Employer shall extend, as necessary, the deadline for submission of Bids

C. Preparation of Bids

6. Cost of Bidding

The Bidder shall bear all costs associated with the preparation and submission of its Bid, and the Employer shall not be responsible or liable for those costs, regardless of the conduct or outcome of the Bidding process

7. Language of the Bid

The Bid as well as all correspondence and documents relating to the Bid exchanged by the Bidder and the Employer shall be written in **English**. Supporting documents and printed literature that are part of the Bid may be in **English and/or Dutch**.

8. Documents comprising the Bid

Documents in accordance with the templates included in Section II – Bidding Forms:

- (a) **Letter of Bid;**
- (b) **Bidder Information Form**
- (c) **Schedules:** priced Activity Schedule;
- (d) **Bid-Securing Declaration;**
- (e) **Authorization:** written confirmation authorizing the signatory of the Bid to commit the Bidder;
- (f) **Qualifications:** documentary evidence establishing the Bidder's qualifications to perform the Contract if its Bid is accepted;
- (g) **Bidder's Eligibility:** documentary evidence establishing the Bidder's eligibility to Bid;
- (h) **Conformity:** documentary evidence that the Services conform to the bidding document; and

any other document required throughout this RFQ.

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

9. Letter of Bid and Activity Schedule(s)

The Letter of Bid and priced Activity Schedule shall be prepared using the relevant forms furnished in Section II, Bidding Forms. The forms must be completed without any alterations to the text, and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested

10. Alternative Bids and Alternative Times for Completion

- 10.1 **Alternative Bids shall not be considered.** If alternatives are permitted, only the technical alternatives, if any, of the Most Advantageous Bidder shall be considered by the Employer
- 10.2 When alternative times for completion are explicitly invited the method of evaluating different time schedules will be described separately.

11. Bid Prices and Discounts

- 11.1 The prices and discounts (including any price reduction) quoted by the Bidder in the Letter of Bid and in the Activity Schedule(s) shall conform to the requirements specified below.
- 11.2 All lots (contracts) and items must be listed and priced separately in the Activity Schedule(s). The Bidder may wish to bid for one, more than one or all the lots (contracts).
- 11.3 The Contract shall be for the Services, as described in Appendix A to the Contract and in the Specifications, based on the priced Activity Schedule, submitted by the Bidder
- 11.4 The Bidder shall quote any discounts and indicate the methodology for their application in the Letter of Bid.
- 11.5 All duties, taxes, and other levies payable by the Service Provider under the Contract, or for any other cause, as of the date 28 days prior to the deadline for submission of Bids, shall be included in the total Bid price submitted by the Bidder
- 11.6 The rates and prices quoted by the Bidder shall NOT be subject to adjustment during the performance of the Contract.

12. Currencies of the Bid

The currency of the Bid and the currency of payments shall be the same. The Bidder shall quote in United States Dollars (USD).

13. Documents establishing Conformity of the Services

- 13.1 To establish the conformity of the Non-Consulting Services to the bidding document, the Bidder shall furnish as part of its Bid the documentary evidence that Services provided conform to the technical specifications and standards specified in the Employer's Requirements.
- 13.2 Standards for provision of the Non-Consulting Services are intended to be descriptive only and not restrictive. The Bidder may offer other standards of quality provided that it demonstrates, to the Employer's satisfaction, that the substitutions ensure substantial equivalence or are superior to those specified in the Employer's Requirements.

14. Documents establishing the Eligibility and Qualifications of the Bidder

- 14.1 To establish Bidder's their eligibility, Bidders shall complete the Letter of Bid.
- 14.2 The documentary evidence of the Bidder's qualifications to perform the Contract if its Bid is accepted shall establish to the Employer's satisfaction that the Bidder meets each of the qualification criterion specified in point 14.5 hereunder.
- 14.3 All Bidders shall provide a preliminary description of the proposed methodology, work plan and schedule.
- 14.4 In the event that prequalification of Bidders has been undertaken, 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.
- 14.5 If prequalification has not taken place before Bidding, the qualification criteria for the Bidders are:
- a) Have completed within the last three (3) years at least three (3) contracts of a similar nature and of at least fifty per cent (50%) of the value of the current bid each;
 - b) Have at least one (1) office in Suriname to provide the services;
 - c) Have the necessary specialized equipment and qualified staff to provide the services;
 - d) Have the necessary licenses and Government authorizations to provide the services;
 - e) Demonstrate that they are paying taxes to the Government of Suriname;
 - f) Have a Certificate of Incorporation confirming the Company's Registration in Suriname;
- Only bidders that meet the following criteria will be eligible for an award of contract.

15. Period of Validity of Bids

- 15.1 Bids shall remain valid for ninety (90) or any extended date if amended by the Employer. A Bid that is not valid for ninety (90) days or any extended date if amended by the Employer shall be rejected by the Employer as nonresponsive.
- 15.2 In exceptional circumstances, prior to the date of expiration of the Bid validity, the Employer may request Bidders to extend the period of validity of their Bids. The request and the responses shall be made in writing. A Bidder may refuse the request. A Bidder granting the request shall not be required or permitted to modify its Bid.

16. Bid Securing Declaration

The Bidder shall furnish as part of its Bid a Bid-Securing Declaration in original. A Bid Securing Declaration shall use the form included in Section II, Bidding Forms

17. Format and Signing of Bid

- 17.1 Sending of Quotations by electronic mail is permitted and encouraged. Alternatively, the Bidder shall prepare one original of the documents comprising the Bid bound with the volume containing the Form of Bid, and clearly marked "Original." In addition, the Bidder shall submit two (2) copies of the Bid, and clearly marked as "Copies." In the event of discrepancy between them, the original shall prevail.
- 17.2 The original and all copies of the Bid shall be typed or written in indelible ink and shall be signed by a person or persons duly authorized to sign on behalf of the Bidder. This authorization shall consist of a written confirmation 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.
- 17.3 Any inter-lineation, 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

18. Deadline for Submission of Bids

The deadline for bid submission is: **Bids must be delivered to the address below on or before Friday 13 February 2026 3:00 PM Suriname time.**

For bid submission purposes, the Employer's address is:

Ministry of Natural Resources

Attn: Mr. Clyde Griffith, Component Coordinator SCSD C1

Mr. Dr. J.C. de Mirandastraat 11 -15, Paramaribo, Republic of Suriname

Tel: (+597) 474666 (PIU Office) or (+597)8532104 (Component Coordinator)

Fax: (+597) 475752

E-mail: clydegriffith1977@gmail.com

- 18.1 Bids must be received by the Employer at the address and no later than the date and time specified. Bidders have the option of submitting their Bids electronically.
- 18.2 The Employer may, at its discretion, extend the deadline for the submission of Bids by amending the bidding document, in which case all rights and obligations of the Employer and Bidders previously subject to the deadline shall thereafter be subject to the deadline as extended.

19. Late Bids

The Employer shall not consider any Bid that arrives after the deadline for submission of Bids. Any Bid received by the Employer after the deadline for submission of Bids shall be declared late, rejected, and returned unopened to the Bidder.

20. Bid Opening

A publicly opening and read out all Bids received by the deadline at the date, time and place specified in the presence of Bidders' designated representatives and anyone who choose to attend is NOT foreseen.

E. Evaluation and Comparison of Bids

21. Confidentiality

- 21.1 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.
- 21.2 Any effort by a Bidder to influence the Employer in the evaluation or contract award decisions may result in the rejection of its Bid.
- 21.3 From the time of Bid opening to the time of Contract Award, if any Bidder wishes to contact the Employer on any matter related to the Bidding process, it should do so in writing

22. Clarification of Bids

- 22.1 To assist in the examination, evaluation, and comparison of Bids, and qualification of the Bidders, the Employer may, at the Employer's discretion, ask any Bidder for clarification of its Bid including breakdowns of the prices in the Activity Schedule, and other information that the Employer may require. Any clarification submitted by a Bidder in respect to its Bid and that is not in response to a request by the Employer shall not be considered. The Employer's request for clarification and the response shall be in writing. No change, including any voluntary increase or decrease, 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 Employer in the evaluation of the Bids.
- 22.2 If a Bidder does not provide clarifications of its Bid by the date and time set in the Employer's request for clarification, its Bid may be rejected.

23. Deviations, Reservations and Omissions

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.

24. Determination of Responsiveness

- 24.1 The Employer's determination of a Bid's responsiveness is to be based on the contents of the Bid itself. 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 if accepted, would:
- (a) affect in any substantial way the scope, quality, or performance of the Non-Consulting Services specified in the Contract; or
 - (b) limit in any substantial way, inconsistent with the bidding document, the Employer's rights or the Bidder's obligations under the Contract; or
 - (c) if rectified, would unfairly affect the competitive position of other Bidders presenting substantially responsive Bids.
- 24.2 The Employer shall examine the technical aspects of the Bid submitted in particular, to confirm that all the Employer's Requirements have been met without any material deviation or reservation, or omission.
- 24.3 If a Bid is not substantially responsive to the requirements of bidding document, it shall be rejected by the Employer and may not subsequently be made responsive by correction of the material deviation, reservation, or omission.

25. Nonconformities, Errors and Omission

- 25.1 Provided that a Bid is substantially responsive, the Employer may waive any nonconformities in the Bid.
- 25.2 Provided that a Bid is substantially responsive, the Employer may request that the Bidder submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions 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.
- 25.3 Provided that a Bid is substantially responsive, the Employer 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 Employer shall use its best estimate.

26. Correction of Arithmetical Errors

- 26.1 Provided that the Bid is substantially responsive, the Employer shall correct arithmetical errors on the following basis:
- (a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of the Employer there is an obvious misplacement of the decimal point in the unit price, in which case the line item total as quoted shall govern and the unit price shall be corrected;
 - (b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; 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.
- 26.2 Bidders shall be requested to accept correction of arithmetical errors. Failure to accept the correction shall result in the rejection of the Bid.

27. Evaluation of Bids

- 27.1 The Employer shall use the criteria and methodologies listed in this ITB to determine the Most Advantageous Bid. This is the Bid of the Bidder that meets the qualification criteria and whose Bid has been determined to be:
- (a) substantially responsive to the bidding document; and
 - (b) the lowest evaluated cost.
- 27.2 In evaluating the Bids, the Employer will determine for each Bid the evaluated Bidcost by adjusting the Bid price as follows:
- (a) price adjustment for correction of arithmetic errors;
 - (b) price adjustment due to discounts offered;
 - (c) converting the amount resulting from applying (a) and (b) above, if relevant, to a single currency;
 - (d) price adjustment due to quantifiable nonmaterial nonconformities;

- (e) excluding provisional sums and the provision, if any, for contingencies in the Activity Schedule;
- (f) the additional evaluation factors are specified in Section III, Evaluation and Qualification Criteria

27.3 If this bidding document allows Bidders to quote separate prices for different lots (contracts), the methodology to determine the lowest evaluated cost of the lot (contract) will include any discounts offered in the Letter of Bid for combinations, if applicable.

28. Comparison of Bids

The Employer shall compare the evaluated costs of all substantially responsive Bids to determine the Bid that has the lowest evaluated cost.

29. Qualification of the Bidders

- 29.1 The Employer shall determine to its satisfaction whether the Bidder that is selected as having submitted the lowest evaluated cost and substantially responsive Bid is eligible and meets the qualifying criteria specified in this RFQ.
- 29.2 The determination shall be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder. The determination shall not take into consideration the qualifications of other firms such as the Bidder's subsidiaries, parent entities, affiliates, subcontractors or any other firm(s) different from the Bidder that submitted the Bid.
- 29.3 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 Employer shall proceed to the Bidder who offers a substantially responsive Bid with the next lowest evaluated cost to make a similar determination of that Bidder's qualifications to perform satisfactorily.

30. Employer's right to accept any Bid, and to reject any or all Bids

The Employer 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.

F. Award of Contract

31. Award Criteria

The Employer shall award the Contract to the successful Bidder. This is the Bidder whose Bid has been determined to be the Most Advantageous Bid. This is the Bid of the Bidder that meets the qualification criteria and whose Bid has been determined to be:

- (a) substantially responsive to the bidding document; and
- (b) the lowest evaluated cost.

32. Notification of Award

- 32.1 Prior to the date of expiry of the Bid validity or any extension thereof, and, upon satisfactorily addressing any complaint that has been filed, the Employer shall notify the

successful Bidder, in writing, that its Bid has been accepted. The notification of award (hereinafter and in the Conditions of Contract and Contract Forms called the “Letter of Acceptance”) shall specify the sum that the Employer will pay the Service Provider in consideration of the execution of the Contract (hereinafter and in the Conditions of Contract and Contract Forms called “the Contract Price”).

32.2 Until a formal Contract is prepared and executed, the Letter of Acceptance shall constitute a binding Contract.

33. Signing of Contract

33.1 The Employer shall send to the successful Bidder the Letter of Acceptance including the Contract Agreement.

33.2 The successful Bidder shall sign, date and return to the Employer, the Contract Agreement within ten (10) days of its receipt.

34. Procurement-related Complaint

If a Bidder wishes to make a procurement-related complaint, the Bidder should submit its complaint in writing by the quickest means available, that is either by email or fax: to:

Ministry of Natural Resources

Attn: Mr. Clyde Griffith, Component Coordinator SCSD C1

Mr. Dr. J.C. de Mirandastraat 11 -15, Paramaribo, Republic of Suriname

Tel: (+597) 474666 (PIU Office) or (+597)8532104 (Component Coordinator)

Fax: (+597) 475752

E-mail: clydegriffith1977@gmail.com

In summary, a procurement-related complaint may challenge any of the following :

- The terms of the bidding documents; and
- The Employer’s decision to award the contract.

Section II- Bidding Forms

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]*

RFQ No.: SR-MNR-530123-NC-RFQ

Design, Development and Hosting of the SCSD and DAS Website

We, the undersigned, declare that:

To: *[insert complete name of Employer]*

- (a) **No reservations:** We have examined and have no reservations to the bidding document, including Addenda issued;
- (b) **Eligibility:** We meet the eligibility requirements and have no conflict of interest in accordance;
- (c) **Bid-Securing Declaration:** We have not been suspended nor declared ineligible by the Employer based on execution of a Bid-Securing Declaration or Proposal-Securing Declaration in the Republic of Suriname;
- (d) **Conformity:** We offer to provide the Non-Consulting Services in conformity with the bidding document of the following: *[insert a brief description of the Non-Consulting Services]*;
- (e) **Bid Price:** The total price of our Bid, excluding any discounts offered in item (f) below is:
 - (a) Total price of each lot *[insert the total price of each lot in words and figures, indicating the various amounts and the respective currencies]*; and
 - (b) Total price of all lots (sum of all lots) *[insert the total price of all lots 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 Period:** Our Bid shall be valid ninety (90) days until *[insert day, month and year]*, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (h) **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 or as a subcontractor.
- (i) **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 Employer's Country laws or official regulations or pursuant to a decision of the United Nations Security Council;
- (j) **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.")

- (k) **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;
- (l) **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
- (m) **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 date of signing]* **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.

**: 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.

Bidder Information Form

[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.: SR-MNR-530123-NC-RFQ

Design, Development and Hosting of the SCSD and DAS Website

Page _____ of _____ pages

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 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 agency of the Employer
8. Included are the organizational chart and a list of Board of Directors.

Priced Activity Schedule

*[The Bidder shall fill in these Forms in accordance with the instructions indicated. The list of line items in column 1 of the **Activity Schedules** shall coincide with the List of Non-Consulting Services specified in the Employer's Requirements.]*

Lot (contract) No.	Description of Services	Comments / Service Description by the Bidder	Delivery Date	Total price per Activity (in USD)
1	Design, Development and Hosting of the SCSD and DAS Website	<i>[to be filled by bidder]</i>	<i>[to be filled by bidder]</i>	<i>[to be filled by bidder]</i>
Total Bid Price in USD (lumpsum agreement)				<i>[to be filled by bidder]</i>

Note: Bidders are not allowed to present variations, options or alternative bids
Bidders are allowed to quote for, different or all activities.

Total Bid Price : _____ USD

In words: _____ USD

For the Service provider:	Stamp
Company/ Service provider Name:	
Signature:	
Authorized person name: Designation:	

Work Plan

*[The Bidder shall fill in this Form in accordance with the instructions indicated. The list of line items in column 1 of the **Activity Schedules** shall coincide with the List of Non-Consulting Services specified in the Employer's Requirements.]*

N°	Activity ¹ (A-..)	Months											
		1	2	3	4	5	6	7	8	9	n	TOTAL
A-1	{e.g., Deliverable #1: Report A												
	1) data collection												
	2) drafting												
	3) inception report												
	4) incorporating comments												
	5)												
	6) delivery of final report to Client}												
A-2	{e.g., Deliverable #2:.....}												

1. List the Activities with the breakdown for sub-activities required to produce them and other benchmarks such as the Client's approvals. Duration of activities shall be indicated in a form of a bar chart. Include a legend, if necessary, to help read the chart

For the Service provider:	Stamp
Company/ Service provider Name:	
Signature:	
Authorized person name: Designation:	

Form of Bid-Securing Declaration

[The Bidder shall fill in this Form in accordance with the instructions indicated.]

Date: *[date (as day, month and year)]*

RFQ No.:SR-MNR-530123-NC-RFQ

PRIMARY SECURITY SYSTEM FOR SERVER ROOM

To: *[complete name of Employer]*

We, the undersigned, declare that:

We understand that, according to your conditions, Bids must be supported by a Bid-Securing Declaration.

We accept that we will automatically be suspended from being eligible for Bidding or submitting proposals in any contract with the Employer for the period of time specified in Section II – Bid Data Sheet, if we are in breach of our obligation(s) under the Bid conditions, because we:

- (a) have withdrawn our Bid prior to the expiry date of the Bid validity specified in the Letter of Bid or any extended date provided by us; or
- (b) having been notified of the acceptance of our Bid by the Employer prior to the expiry date of the Bid validity in the Letter of Bid or any extended date provided by us, (i) fail to sign the Contract agreement; or (ii) fail or refuse to furnish the Performance Security, if required, in accordance with the ITB.

We understand this Bid Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) twenty-eight days after the expiry date of the Bid validity.

Name of the Bidder* _____

Name of the person duly authorized to sign the Bid on behalf of the Bidder** _____

Title of the person signing the Bid _____

Signature of the person named above _____

Date signed _____ day of _____, _____

*: 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 attached to the Bid

[Note: In case of a Joint Venture, the Bid-Securing Declaration must be in the name of all members to the Joint Venture that submits the Bid.]

Section III - Fraud and Corruption

(Section III 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 mis procurement, 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 II – Employer's Requirement

Section IV–Employer's Requirements / Terms of Reference

A. General Requirements

This assignment is about the **Design, Development and Hosting of the SCSD and DAS Website** for clear, tangible & consistent communication, information sharing and participation between the PIU as central project implementation platform and its multiple stakeholders situated at the local, national and international level.

B. Specific Requirements with regard to the minimum of content of the courses / trainings

The requirements listed hereunder, if not mentioned in the Schedule of Requirements/"Plan van Aanpak" under point C are complimentary. All requirements hereunder are considered the minimum content expected from the Service Provider.

1. Desired Outcomes

- Site map and navigation should be clear, intuitive, and menu driven from the home page. Key documents and topic sections should be quick to locate for first time visitors. In particular, there should be no duplication of hyperlinks for the same location on the same page to confuse the user.
- The site should be bilingual (Dutch and English), with updates of functionality, appearance and content in the first language synchronous (in real time) with the second language, including all links and menus.
- The website designer should work closely with the PIU and its designated IT to understand requirements related to web hosting, security and IT requirements to link the project website to the project's MIS. The website should be able to talk to the project MIS site with for example data such as key results matrix indicators from this MIS site to be displayed in real time on the SCSD project website. In addition, the web designer should work closely with the PIU's communications team to understand business goals, target audience, and type of content for the website, putting together a plan based on the requirements gathered.
- The whole site should be competitive in design and functionality with other quality /best-in-class websites.
- The site should be annually upgradeable (new technologies and functions can easily be added).
- SEO (Search Engine Optimization) is desirable, but not essential.
- Develop in-house capacity for maintenance and modification of the website by providing training to the PIU communications staff on operation and maintenance of the site to be able to add additional functionality using Content Management System (CMS) tools, as and when desired by the PIU, to reduce dependence on outside developers.

2. Tasks / Outputs per Phase of the assignment

Inception Phase

- Discuss functional and visual requirements with stakeholders, including DRD and Novell Idea
- Assess the speed and efficiency of modifying existing code, or start from scratch.
- Present at least three design options with different pages and site map for discussion and selection by DRD.
- Discuss security, hosting arrangements, and web tracking tools with DRD and Novell Idea and present suggested arrangements.
- Submit Inception Report to DRD, with a hard copy and software mockup of alternatives.

Implementation

- Convert the agreed functional and visual requirements into operational code, and test run under maximum user loads
- User training: provide training for DRD communication staff on content management, including use of all CSM tools to management content and add minor additional functionality without recourse to the developers.

Completion

A Completion Report will be submitted with documentation, including:

- fee structure for maintenance work, functional upgrades etc.
- description of user capacity building/training given.

3. Contractual Arrangements and Payment Schedule

The contract would be output based, according to the following payment schedule.

- Inception Phase: 20% payment upon submission and acceptance of an Inception Report and website design options.
- Implementation Phase: 60% payment upon functional activation of the website (website is tested and functionally active).
- Completion Phase: 20% payment upon training of DRD communications staff in O&M of the website and submission and acceptance of completion report.

Plan van aanpak – website SCSD project

1. Doel en functie van de website

Hoofddoel: De SCSD-website dient als centraal platform voor informatievoorziening, participatie en communicatie met alle stakeholders van het project, zowel lokaal, nationaal als internationaal.

Specifieke functies:

- Informatievoorziening: Projectdoelstellingen, voortgang, mijlpalen, regelgeving en beleid. Nieuws en updates over activiteiten, evenementen en resultaten.
- Participatie en feedback: Mogelijkheid voor stakeholders om vragen, ideeën en klachten in te dienen via een geïntegreerde Grievance Redress Mechanism (GRM).
- Online enquêtes, polls en interactieve formulieren.
- Publieke transparantie: Open toegang tot rapporten, studies, beleidsdocumenten en presentaties. Archief van nieuwsartikelen, infographics en multimedia.
- Stakeholder-specifieke content: Aanpassing van inhoud voor specifieke groepen (overheid, bedrijfsleven, gemeenschappen, NGO's, jongeren en vrouwen).
- Meertalige ondersteuning (Nederlands, Engels, eventueel lokale talen).

2. Stakeholdersanalyse

- **Primaire stakeholders:**
 - ✓ Overheidsinstanties en beleidsmakers
 - ✓ Project- en programmateams
 - ✓ Bedrijfsleven en small-scale miners
 - ✓ Inheemse en tribale gemeenschappen
 - ✓ Maatschappelijke organisaties, vrouwen- en jongerenorganisaties
 - ✓ Internationale partners en financiers

- **Secundaire stakeholders:**

- ✓ Media en pers
- ✓ Algemeen publiek

Belangrijke inzichten uit stakeholdersessies:

- ✓ Hoge penetratie van sociale media (Facebook ~68% van volwassenen) → websitemoet compatibel zijn met sociale media-integratie.
- ✓ Diversiteit in digitale geletterdheid → inhoud moet eenvoudig, visueel en interactief zijn.
- ✓ Toegang tot internet kan beperkt zijn in afgelegen gebieden → downloadbare documenten en offline bruikbare formats zijn nodig.

3. Schema website functionaliteiten

Functionaliteit	Omschrijving	Prioriteit
Homepagina	Overzicht van projecten, nieuws, updates en belangrijkste links	Hoog
Nieuws & Events	Artikelen, persberichten, aankondigingen, kalender van bijeenkomsten	Hoog
Projectinformatie	Doelstellingen, voortgang, mijlpalen, infographics, brochures, interactieve dashboards	Hoog
Documentenbibliotheek	Rapporten, beleidsdocumenten, presentaties, publicaties	Hoog
Stakeholder feedback	GRM formulier, online enquêtes, polls, contactformulieren	Hoog
Multimedia	Foto's, video's, podcasts, audio-interviews, storytelling content	Midden
Meertaligheid	Nederlands, eventueel lokale talen	Midden
Social Media integratie	Delen van nieuws en content, live feeds, WhatsApp updates	Hoog
Toegankelijkheid	Mobielvriendelijk, eenvoudig taalgebruik, offline downloads	Hoog
Interne back-end	Beheer van content, gebruikersrechten, analytics dashboard	Hoog

4. Contentstrategie

- Contenttypes: Nieuws & updates: korte, actuele berichten; aankondigingen van bijeenkomsten.
- Projectinformatie: rapportages, infographics, beleidsdocumenten.
- Multimedia: audio-interviews, video's, storytelling over impact en succesverhalen.
- Stakeholderparticipatie: enquêtes, feedbackformulieren, nazorg via GRM systeem.
- Contentplanning: Wekelijks: nieuws, korte updates
- Maandelijks: nieuwsbrief, beleidsupdate
- Per kwartaal: voortgangsrapport, infographic van resultaten
- Bij belangrijke evenementen: video- of fotoverslag
- Toon en stijl: Helder, eenvoudig en toegankelijk
- Visueel ondersteund met afbeeldingen en infographics
- Inclusief gender- en cultuursensitieve taal

5. Technische aanpak

- Platform: CMS (bijv. WordPress, Drupal) met mobiele compatibiliteit
- Hosting & beveiliging: betrouwbare hostingprovider, HTTPS, GDPR/AVG-compliance
- Analytics: Google Analytics / Matomo voor bezoekersstatistieken, interacties en content-effectiviteit
- Back-up & onderhoud: regelmatige back-ups, updates van CMS en plug-ins
- Integratie: social media, e-mailings, webinars en andere communicatiekanalen

6. Stakeholderbetrokkenheid

- Co-creatie content: input van verschillende stakeholdergroepen voor relevante informatie.
- Testen van websiteprototypes: gebruikerstests met vertegenwoordigers van communities, overheid en bedrijfsleven.
- Feedbackloop: regelmatige evaluatie van functionaliteit en content, inclusief aanpassingen op basis van GRM en enquêteresultaten.

7. Communicatie en promotie van de website

- Lancering: persbericht, social media campagne, e-mailing naar stakeholders
- Doorlopende promotie: koppeling via WhatsApp-groepen, community platforms, nieuwsbrieven
- Offline promotie: posters, flyers, aankondigingen tijdens town hall meetings

8. Monitoring en evaluatie

KPI's:

- Aantal bezoekers per maand en per doelgroep
- Engagement (comments, downloads, feedback, GRM-indieningen)
- Tijd op pagina en bounce rate
- Bereik via sociale media-integratie
- Periodieke evaluatie: 2-maandelijkse rapportage over prestaties en verbeterpunten

Planning (tentatief)

Fase	Activiteit	Tijdframe
Fase 1	Planning & scope, stakeholder input verzamelen	Week 1 - 2
Fase 2	Wireframe & design, contentplanning	Week 3
Fase 3	Websiteontwikkeling & integratie functionaliteiten	Week 4
Fase 4	Testen & stakeholderfeedback	Week 5 - 6
Fase 5	Lancering & promotie	Week
Fase 6	Monitoring, onderhoud en doorontwikkeling	Doorlopend

Schema met geïdentificeerde risico's

Risico	Mitigatie
Beperkte internettoegang in afgelegen gebieden	Offline downloads, gedrukte samenvattingen, community hubs
Lage digitale geletterdheid	Simpele taal, visuele content, begeleiding door lokale leiders
Onvoldoende content	Continue input van stakeholders, redactieplanning, co-creatie sessies
Beveiligingsrisico	Veilige hosting, HTTPS, regelmatige updates, data protection policies

Part III – Contract

Section V - Contract Forms

Letter of Acceptance

[letterhead paper of the Employer]

[date]

To: *[name and address of the Service Provider]*

This is to notify you that your Bid dated *[date]* for execution of the *[name of the Contract and identification number, as given in the Special Conditions of Contract]* for the Contract Price of the equivalent of *[amount in numbers and words] [name of currency]*, as corrected and modified in accordance with the Instructions to Bidders is hereby accepted by our Agency.

Authorized Signature: _____

Name and Title of Signatory: _____

Name of Agency: _____

Attachment: Contract

Contract Agreement

This AGREEMENT is made the *[day]* day of the month of *[month]*, *[year]*, between, on the one hand, *[name of Employer]* (hereinafter called the “Employer”) and, on the other hand, *[name of Service Provider]* (hereinafter called the “Service Provider”).

[Note: In the text below text in brackets is optional; all notes should be deleted in final text. If the Service Provider consist of more than one entity, the above should be partially amended to read as follows: “...(hereinafter called the “Employer”) and, on the other hand, a joint venture consisting of the following entities, each of which will be jointly and severally liable to the Employer for all the Service Provider’s obligations under this Contract, namely, [name of Service Provider] and [name of Service Provider] (hereinafter called the “Service Provider”).]

WHEREAS

- (a) the Employer has requested the Service Provider to provide certain Services as defined in the General Conditions of Contract attached to this Contract (hereinafter called the “Services”);
- (b) the Service Provider, having represented to the Employer that they have the required professional skills, and personnel and technical resources, have agreed to provide the Services on the terms and conditions set forth in this Contract at a contract price of.....;
- (c) the Employer has received [*or has applied for*] a loan from the International Bank for Reconstruction and Development (hereinafter called the “Bank”) [*or a credit from the International Development Association (hereinafter called the “Association”)*] towards the cost of the Services and intends to apply a portion of the proceeds of this loan [*or credit*] to eligible payments under this Contract, it being understood (i) that payments by the Bank [*or Association*] will be made only at the request of the Employer and upon approval by the Bank [*or Association*], (ii) that such payments will be subject, in all respects, to the terms and conditions of the agreement providing for the loan [*or credit*], and (iii) that no party other than the Employer shall derive any rights from the agreement providing for the loan [*or credit*] or have any claim to the loan [*or credit*] proceeds;

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NOW THEREFORE the parties hereto hereby agree as follows:

1. The following documents shall be deemed to form and be read and construed as part of this Agreement, and the priority of the documents shall be as follows:

- (a) the Letter of Acceptance;
- (b) the Letter of Bid;
- (c) the Special Conditions of Contract;
- (d) the General Conditions of Contract;
- (e) the Specifications;

- (f) the Priced Activity Schedule; and
- (g) The following Appendices: [**Note:** *If any of these Appendices are not used, the words “Not Used” should be inserted below next to the title of the Appendix and on the sheet attached hereto carrying the title of that Appendix.*]

Appendix A: Description of the Services

Appendix B: Schedule of Payments

Appendix C: Key Personnel and Subcontractors

Appendix D: Breakdown of Contract Price in Foreign Currency

Appendix E: Breakdown of Contract Price in Local Currency

Appendix F: Services and Facilities Provided by the Employer

Appendix G: Performance Incentive Compensation

Appendix H: Code of Conduct for Service Provider’s Personnel

2. The mutual rights and obligations of the Employer and the Service Provider shall be as set forth in the Contract, in particular:
 - (a) the Service Provider shall carry out the Services in accordance with the provisions of the Contract; and
 - (b) the Employer shall make payments to the Service Provider in accordance with the provisions of the Contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of on the day, month and year indicated above.

For and on behalf of the Employer:

Signed: *[insert signature]*

in the capacity of *[insert title or other appropriate designation]*

in the presence of *[insert identification of official witness]*

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For and on behalf of the Service Provider:

Signed: *[insert signature of authorized representative(s) of the Service Provider]*

in the capacity of *[insert title or other appropriate designation]*

in the presence of *[insert identification of official witness]*