

Registration: Consulting firms can register with the Bank by submitting a copy of the standard DACON registration form to AfDB headquarters. Consultants should be cognizant that registration is a formality and rarely used by the Bank or its borrowers to actually source consultants. However, it may be used by the Bank to verify nationality or experience of firms included on short lists submitted by the borrower to the Bank for review. *As of early 1996, the Bank was in the process of renewing their data base of consulting firms. Accordingly, it is recommended that all firms, if they have not already done so, endeavour to re-register with the Bank. Thereafter, registration should be updated every two years.* A registration form also exists for individual consultants and can be obtained directly from the Bank or from OLIFI-Abidjan. *Finally, unlike the World Bank and other major IFIs, the AfDB maintains a registry of suppliers of goods and equipment. Suppliers can obtain further details and forms from OLIFI-Abidjan.*

Procurement of Goods, Equipment and Civil works

International Competitive Bidding (ICB) is the primary method by which the procurement of goods and civil works is undertaken in AfDB-financed projects. (When justified, the Bank may also authorize other methods of procurement including Limited International Competition, Local Competitive Bidding, International or Local Shopping, Force Account, and Direct Purchase).

A key feature of ICB is that the borrower is required to advertise in order to elicit the widest possible competition and afford the opportunity to all qualified bidders to respond. Invitations to bid must be advertised in the UN publication, *Development Business* and at least one major newspaper in the borrower's country, and notifications must be transmitted to embassies/consulates of all AfDB member countries located in the borrower's country. For particularly large or specialized contracts, borrowers may also be requested to advertise in leading technical magazines or newspapers of wide international circulation. *While it is important to watch for and respond to the formal notices, companies should always keep in mind that the best way to become known to a borrower is by establishing personal contact and expressing interest, ideally in advance of the publication of notices.*

The Bank will require pre-qualification of bidders for large or complex contracts or turnkey contracts to ensure that, in advance of bidding, invitations to bid are confined to capable firms. The same advertising requirements apply when pre-qualification is undertaken.

Some other features of ICB include:

- Bidding documents are prepared by the borrower and must contain all the conditions placed on the procurement of the goods or works concerned. In all cases there is a non-refundable fee charged to receive bidding documents, regardless of whether a pre-qualification is undertaken.
- When pre-qualification is used, the Bank requires that qualification of bidders by the borrower should be based on the ability of the firm to perform the particular work satisfactorily, taking into consideration experience, knowledge of local working conditions in developing countries, financial position, and current commitments.
- At least 60 days will be required from the date of invitation to bid submission except where large civil works tenders are involved, in which case at least 90 days should be allowed.