

Canadian companies sometimes omit the date on which their tenders expire. The date to which a tender is valid should be clearly indicated and distant enough that the executing agency may compare and evaluate it. Sufficient time must be allowed for the tender to be studied by the Bank, for obtaining final approval, and for informing the successful bidder in time to sign the contract before the deadline passes.

At the Bank

Before returning to Canada, it is advisable to stop in Abidjan to take stock of your plans with the ADB project liaison officer, to clarify any final points, and to carry out the follow-up required for your project or projects.

In order to maximize the results of this visit, you should keep to essentials. Meeting the greatest number of experts possible in these few hours will not further your case. You should limit your activities to only a few sectors or, better yet, to a few projects. Before your interviews, prepare your questions to obtain the most exact answers to your requests for information. If not, you may find yourself leaving with no more information than when you arrived. Plan your interviews carefully, asking about specific subjects, chosen in advance. A good interview should not take more than 20 minutes. Taking longer can only create a poor impression with Bank personnel whose workload places constraints on their time.

When you visit the Bank, you should meet with the following officials, although it is becoming increasingly difficult to do so owing to the large number of company representatives waiting in line. Thus you should limit these meetings to the essential points.

- *The division chief of the sector in which you are interested:* this official is responsible for a team of experts who study, evaluate and monitor projects in one of the Bank's sectors of specialization. The division chief will be able not only to give you valuable information about a project, but also to provide information about other projects in that division and to tell you which officers are responsible for specific projects.
- *The project officer:* this person is responsible for several specific projects and will be your key contact with respect to technical data for the project.
- *The loan officer:* this official acts as a geographical desk officer, is familiar with loan agreements in the countries he/she is responsible for, and with other projects that may eventually come into the Bank system.