

- availability and quality of after-sales service;
- length of time required to deliver equipment, parts and so on.

Once the executing agency has made its final selection, copies of all technical and financial proposals from the firms that answered the call for tenders or that were invited to submit tenders will be sent to the ADB where the appropriate division, acting as an expert committee, will verify the methods and operations used by the executing agency in its call for tenders. It is, in fact, a matter of verifying whether the process was conducted in accordance with the guidelines on the acquisition of goods and services issued by the Bank and accepted by the borrowing countries in signing the credit agreement. Unless expressly ordered otherwise, only the executing agency is the official recipient of submissions.

Similarly, Canadian companies sometimes forget to indicate 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. Enough time must be allowed for the recommendation that the tender be studied by the Bank, for obtaining final approval, and for informing the successful bidder in time to sign the contract before the deadline.

3. At the Bank

On the way home, it is advisable to stop in Abidjan to take stock of your plans with the ADB project liaison officer, to clarify the 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 in these few hours will not get you farther ahead. You should limit your activities to only a few sectors or, better yet, to a few projects. Before your interviews, prepare your topics so that you can get exact answers to your requests for information. If not, you may find yourself leaving with no more information than when you came. Plan your interviews carefully, asking about specific subjects, chosen in advance. A good interview should not take more than 20 minutes, since the Bank experts are often very busy. Taking longer can only create a poor impression.