

IV. Procedures to Obtain Contracts

At the Africa Trade Development Division (GAT)

Suppose you have heard that Canada provides capital to the African Development Bank Group and you would like to try your luck on one of the many projects financed by this institution.

The first step is to obtain information from the Africa Trade Development Division, External Affairs and International Trade Canada, where the officer responsible for ADB projects will suggest that you register your firm and then have a look at the Division's copies of the Bank's annual loan program and *Quarterly Operational Summary* and project cards, to select projects of interest to you. The local International Trade Centre (ITC) may also provide useful guidance at the initial stage.

This first essential step will help you to identify and to solve a few project problems that may exist in some countries. The officer responsible for ADB projects in the Africa Trade Development Division can advise you on the best ways of developing a market in the context of ADB projects on the African continent.

Another important step will be asking the responsible mission or the ADB project liaison officer in the Canadian Embassy, Abidjan, for any useful information concerning your project(s), including the present status of the project(s) and a list of deadline dates. The reply to your telex will enable you to prepare more fully for your visit to the executing agency in the country that is receiving the loan.

With the Executing Agency

Once you have the project information in hand, you must travel to the project site to meet those in charge.

In addition to completing your technical information on the project, you will have to present clearly your company's qualifications for the project and provide professional references to the project director. At the close of your meeting, you should submit to the project director a "letter of intent" to express officially your company's desire to participate in the consultations. A copy of this letter should be sent to the ADB Country Programs Department and to the Embassy in Abidjan.

The choice of a consulting engineering firm is usually made by preparing a short list (ADB guidelines require that firms from various countries be represented) or through a call for pre-qualification, if the number of interested firms or the specific