

equipment can be obtained only from one supplier; and

- "force account," when projects are completed with the personnel resources of a public agency in the borrowing country.

When other forms of procurement besides ICB are used, these are stated clearly and in detail in the appraisal report that accompanies

the loan document(s) to the IFI executive board. These documents contain other valuable information, such as implementation and procurement schedules, cost estimates for various components, disbursement schedules, etc. They may be consulted through the International Documents Collection at DEA's Library. Contact DRIE regional officers or DEA trade officers for referral.

Bidding on Tenders

Tender notices start being issued around the time of the Negotiations and Board Approval stage of the project cycle and continue throughout the project's implementation phase.

Prequalification

Prequalification is not normally required for contracts for goods, equipment, or related services. It is, however, often necessary in large and complex civil works or "turn-key" contracts, or where heavy equipment is being procured.

Invitations to prequalify and bid are sent by the executing agency, or designated procurement entity, of the borrowing country to the embassies of the financing IFI's members located in the project country. If the executing agency is aware of your interest in, and marketing efforts on, a project, and believes that you are capable of responding to the requirement, it will notify you directly by telex. Advertisements are also placed in well-known technical magazines, large circulation daily newspapers, international trade publications and in *Development Business*.

If prequalification is required

- Obtain the prequalification questionnaire and registration application from the executing agency or designated procurement entity. An indication of the scope of the work, and a clear statement of requirements for qualification are included with this.
- Get information from your agent or other contacts about any technical or legal requirements

for prequalification, such as membership in a local association, necessary legal documentation, etc.

- Request information directly or through your agent on the point system used to evaluate prospective bidders from the executing agency. If possible, discuss this process with officials of the borrowing country so that you can decide whether or not to bid.
- Complete the questionnaire and registration application promptly. Respond fully to all queries about your firm and product. Translate this material, and all supporting documentation, into the language used by the executing agency. Send the completed documents to the executing agency to arrive before the prequalifying period elapses, with a copy to your agent and the IFI, if appropriate.
- Have your agent keep in touch with the executing agency to ensure your prequalification documents are properly considered.
- If your firm has prequalified, you will be sent an invitation to bid. If your firm has the necessary experience but does not prequalify, you may appeal or protest the decision.

When Invitations to Bid are Issued

1. Obtain tender documents as soon as they are made available by the executing agency. Arrange for your agent or the Canadian embassy in the