



**Republic of Sierra Leone**

**Standard Bidding Documents**

---

**Procurement of Works  
International Competitive Bidding**

---

**[Name of Procuring Entity]**

**[Title of Proposed Contract]**

**Procurement Number:** \_\_\_\_\_

**Date of Issue:** [day month year]

## Invitation for Bids

*[Insert Name of Procuring Entity]*

*[Title/Name of Bid]*

Procurement Number \_\_\_\_\_ *[insert Procurement Number]*

**Date of First Issue** \_\_\_\_\_ *[insert first issuing date]*

The *[Name of Procuring Entity]* has *[allocated/received]* funds *(if received state source)* for the procurement of *[insert title of the goods, works or services]* and now invites sealed bids from eligible bidders for the supply of:

*[Insert brief summary or list of the required goods, works or services]*

*[Insert brief narrative giving background information or further specification if necessary]*

Bidding is open to all suppliers who can demonstrate *[list criteria for eligibility]*

Interested bidders may obtain further information and inspect the bidding document at the address below between *[insert hours open for inspection]*. Bidding documents may be purchased upon payment of a non-refundable fee of *[insert fee amount and currency]*.

Bids must be delivered to the address below on or before *[insert date and time of bid closing]*. All bids must be accompanied by:

- A valid Business registration certificate**
- Bid Security of *[insert amount]* from a reputable Commercial Bank;**
- A valid tax clearance certificate;**
- A valid NASSIT clearance certificate;**
- A signed Integrity Pact; *[see attached]***
- [list all other required documents and samples where applicable]***

**Bids will be publicly opened on *[date]* at *[time]*, in the presence of the bidders' designated representatives and anyone who chooses to attend, at the address below. Late bids will be rejected and returned unopened to bidders.**

***[Insert full name of Procuring Entity;***

***P. O. Box number;***

***Contact name, and/or Title;***

***Room number;***

***Building Name and Street number;***

***Street Name;***

***City;***

***Telephone/Fax/Email]***

## Table of Contents

Section I. Instructions to Bidders .....	4
Section II. Bidding Data .....	21
Section III. Evaluation and Qualification Criteria .....	24
Section IV. Forms of Bid, Qualification Information, Letter of Acceptance and Agreement .	36
Section V. Conditions of Contract .....	48
Section VI. Contract Data .....	69
Section VII. Specifications .....	73
Section VIII. Drawings .....	74
Section IX. Bill of Quantities.....	75
Section X. Bid, Performance and Advance Payment Security Forms .....	76

**Pay No Bribe**

## Section I. Instructions to Bidders

### Table of Clauses

A. General.....	6
1. Scope of Bid.....	6
2. Source of Funds.....	6
3. Eligible Bidders.....	6
4. Qualification of the Bidder.....	6
5. One Bid per Bidder.....	9
6. Cost of Bidding.....	9
7. Site Visit.....	9
B. Bidding Documents.....	9
8. Content of Bidding Documents.....	9
9. Clarification of Bidding Documents.....	9
10. Amendment of Bidding Documents.....	10
C. Preparation of Bids.....	10
11. Language of Bid.....	10
12. Documents Comprising the Bid.....	10
13. Bid Prices.....	10
14. Currencies of Bid and Payment.....	11
15. Bid Validity.....	11
16. Bid Security.....	12
17. Alternative Proposals by Bidders.....	13
18. Format and Signing of Bid.....	13
D. Submission of Bids.....	14
19. Sealing and Marking of Bids.....	14
20. Deadline for Submission of Bids.....	14
21. Late Bids.....	14
22. Modification and Withdrawal of Bids.....	14
E. Bid Opening and Evaluation.....	15
23. Bid Opening.....	15
24. Process to be Confidential.....	15
25. Clarification of Bids and Contacting the Employer.....	15

26. Examination of Bids and Determination of Responsiveness ..... 16

27. Correction of Errors ..... 16

28. Currency for Bid Evaluation ..... 17

29. Evaluation and Comparison of Bids ..... 17

30. Preference for Domestic Bidders ..... 17

F. Award of Contract ..... 18

31. Award Criteria ..... 18

32. Employer’s Right to Accept any Bid and to Reject any or all Bids ..... 19

33. Notification of Award and Signing of Agreement ..... 19

34. Performance Security ..... 19

35. Advance Payment and Security ..... 19

36. Adjudicator ..... 19

37. Corrupt or Fraudulent Practices ..... 20

**Pay No Bribe**

# Instructions to Bidders

## A. General

### 1. Scope of Bid

1.1 The Employer as defined in the Contract Data, invites bids for the construction of Works, as described in the Contract Data. The name and procurement number of the Contract is provided in the Contract Data.

1.2 The successful Bidder will be expected to complete the Works by the Intended Completion Date specified in the Contract Data.

### 2. Source of Funds

2.1 Details of any funding provided to cover eligible payments under the Contract in addition to that provided by the Government of Sierra Leone are given in the Bidding Data.

### 3. Eligible Bidders

3.1 This Invitation for Bids is open to all bidders from eligible countries as defined in the Bidding Data. Any materials, equipment, and services to be used in the performance of the Contract shall have their origin in eligible source countries.

3.2 All bidders shall provide in Section IV, Forms of Bid and Qualification Information, a statement that the Bidder (including all members of a joint venture and subcontractors) is not associated, nor has been associated in the past, directly or indirectly, with the consultant or any other entity that has prepared the design, specifications, and other documents for the Project or being proposed as Project Manager for the Contract. A firm that has been engaged by the Entity to provide consulting services for the preparation or supervision of the Works, and any of its affiliates, shall not be eligible to bid.

3.3 Bidders shall not be under a declaration of ineligibility for corrupt and fraudulent practices issued by the Government of Sierra Leone in accordance with sub-clause 37.1.

### 4. Qualification of the Bidder

4.1 All bidders shall provide in Section IV, Forms of Bid and Qualification Information, a preliminary description of the proposed work method and schedule, including drawings and charts, as necessary.

4.2 If a formal prequalification of potential bidders has been undertaken, only bids from pre-qualified bidders will be considered for award of Contract. These qualified bidders should submit with their bids any information updating their original prequalification applications or, alternatively, confirm in their bids that the originally submitted prequalification information remains essentially correct as of the date of bid submission. The update or confirmation should be provided in Section III.

4.3 If the Employer has not undertaken prequalification of potential bidders, all bidders shall include the following information and documents with their bids in Section IV, unless otherwise stated in the Bidding Data:

- (a) copies of original documents defining the constitution or legal status, place of registration, and principal place of business; written power of attorney of the signatory of the Bid to commit the Bidder;
- (b) total monetary value of construction work performed for each of the last five years;
- (c) experience in works of a similar nature and size for each of the last five years, and details of work under way or contractually committed; and clients who may be contacted for further information on those contracts;
- (d) major items of construction equipment proposed to carry out the Contract;
- (e) qualifications and experience of key site management and technical personnel proposed for the Contract;
- (f) reports on the financial standing of the Bidder, such as profit and loss statements and auditor's reports for the past five years;
- (g) evidence of adequacy of working capital for this Contract (access to line(s) of credit and availability of other financial resources);
- (h) authority to seek references from the Bidder's bankers;
- (i) information regarding any litigation, current or during the last five years, in which the Bidder is involved, the parties concerned, and disputed amount; and
- (j) proposals for subcontracting components of the Works amounting to more than 10 percent of the Contract Price.

4.4 Bids submitted by a joint venture of two or more firms as partners shall comply with the following requirements, unless otherwise stated in the Bidding Data:

- (a) the Bid shall include all the information listed in Sub-Clause 4.3 above for each joint venture partner;
- (b) the Bid shall be signed so as to be legally binding on all partners;
- (c) all partners shall be jointly and severally liable for the execution of the Contract in accordance with the Contract terms;

(d) one of the partners will be nominated as being in charge, authorised to incur liabilities, and receive instructions for and on behalf of any and all partners of the joint venture; and

(e) the execution of the entire Contract, including payment, shall be done exclusively with the partner in charge.

4.5 To qualify for award of the Contract, bidders shall meet the following minimum qualifying criteria:

(a) annual volume of construction work of at least the amount specified in the Bidding Data;

(b) experience as prime contractor in the construction of at least two works of a nature and complexity equivalent to the Works over the last 10 years (to comply with this requirement, works cited should be at least 70 percent complete);

(c) proposals for the timely acquisition (own, lease, hire, etc.) of the essential equipment listed in the Bidding Data;

(d) key personnel required for the performance of the contract with the qualifications and experience detailed in the Bidding Data; and

(e) liquid assets and/or credit facilities, net of other contractual commitments and exclusive of any advance payments which may be made under the Contract, of no less than the amount specified in the Bidding Data.

A consistent history of litigation or arbitration awards against the Applicant or any partner of a Joint Venture may result in disqualification.

4.6 The figures for each of the partners of a joint venture shall be added together to determine the Bidder's compliance with the minimum qualifying criteria of Sub-Clause 4.5(a) and (e); however, for a joint venture to qualify, each of its partners must meet at least 25 percent of minimum criteria 4.5(a), (b), and (e) for an individual Bidder, and the partner in charge at least 40 percent of those minimum criteria. Failure to comply with this requirement will result in rejection of the joint venture's Bid. Subcontractors' experience and resources will not be taken into account in determining the Bidder's compliance with the qualifying criteria, unless otherwise stated in the Bidding Data.

4.7 Domestic bidders and joint ventures of domestic and foreign bidders applying for eligibility for any margin of domestic preference in bid evaluation as stated in the Bidding Data, shall supply all information to satisfy the criteria for eligibility as described in Clause 30 of these Instructions to Bidders.



## 5. One Bid per Bidder

5.1 Each Bidder shall submit only one Bid, either individually or as a partner in a joint venture. A Bidder who submits or participates in more than one Bid (other than as a subcontractor or in cases of alternatives that have been permitted or requested) will cause all the proposals with the Bidder's participation to be disqualified.

## 6. Cost of Bidding

6.1 The Bidder shall bear all costs associated with the preparation and submission of his Bid, and the Employer will in no case be responsible or liable for those costs.

## 7. Site Visit

7.1 The Bidder, at the Bidder's own responsibility and risk, is encouraged to visit and examine the Site of Works and its surroundings and obtain all information that may be necessary for preparing the Bid and entering into a contract for construction of the Works. The costs of visiting the Site shall be at the Bidder's own expense.

# B. Bidding Documents

## 8. Content of Bidding Documents

8.1 The set of bidding documents comprises the documents listed in the table below, and addenda issued in accordance with Clause 10:

Section	Content
I	Instructions to Bidders
II	Bidding Data
III	Evaluation and Qualification Criteria
IV	Forms of Bid and Qualification Information
V	Conditions of Contract
VI	Contract Data
VII	Specifications
VIII	Drawings
IX	Bill of Quantities <sup>1</sup>
X	Forms of Securities
XI	Integrity Pact

8.2 The number of copies to be completed and returned with the Bid is specified in the Bidding Data.

## 9. Clarification of Bidding Documents

9.1 A prospective Bidder requiring any clarification of the bidding documents may notify the Employer in writing or by cable ("cable" includes telex, e-mail and facsimile) at the Employer's address indicated in the invitation to bid. The Employer will

<sup>1</sup> In lump sum contracts, delete "Bill of Quantities" and replace with "Activity Schedule".

respond to any request for clarification received earlier than 21 days prior to the deadline for submission of bids. Copies of the Employer's response will be forwarded to all purchasers of the bidding documents, including a description of the inquiry, but without identifying its source.

## **10. Amendment of Bidding Documents**

10.1 Before the deadline for submission of bids, the Employer may modify the bidding documents by issuing addenda.

10.2 Any addendum thus issued shall be part of the bidding documents and shall be communicated in writing or by cable to all purchasers of the bidding documents. Prospective bidders shall acknowledge receipt of each addendum in writing or by cable to the Employer.

10.3 To give prospective bidders reasonable time in which to take an addendum into account in preparing their bids, the Employer shall extend, as necessary, the deadline for submission of bids, in accordance with Sub-Clause 20.2 below.

## **C. Preparation of Bids**

### **11. Language of Bid**

11.1 All documents relating to the Bid shall be in the English language unless otherwise specified in the Bidding Data.

### **12. Documents Comprising the Bid**

12.1 The Bid submitted by the Bidder shall comprise the following:

- (a) The Bid (in the format indicated in Section IV);
- (b) Bid Security;
- (c) Priced Bill of Quantities;<sup>2</sup>
- (d) Qualification Information Form and Documents;
- (e) Alternative offers where invited;

and any other materials required to be completed and submitted by bidders, as specified in the Bidding Data.

### **13. Bid Prices**

13.1 The Contract shall be for the whole Works, as described in Sub-Clause 1.1, based on the priced Bill of Quantities<sup>3</sup> submitted by the Bidder.

13.2 The Bidder shall fill in rates and prices for all items of the Works described in the Bill of Quantities<sup>4</sup>. Items for which no rate or price is entered by the Bidder will not

---

<sup>2</sup> In lump sum contracts, delete "priced Bill of Quantities" and replace with "priced Activity Schedule".

<sup>3</sup> In lump sum contracts, delete "priced Bill of Quantities" and replace with "priced Activity Schedule".

be paid for by the Employer when executed and shall be deemed covered by the other rates and prices in the Bill of Quantities.

13.3 All duties, taxes, and other levies payable by the Contractor under the Contract, or for any other cause, as of the date 28 days prior to the deadline for submission of bids, shall be included in the rates, prices, and total Bid price submitted by the Bidder<sup>5</sup>.

13.4 The rates and prices<sup>6</sup> quoted by the Bidder shall not be subject to adjustment during the performance of the Contract unless provided for in the Bidding and Contract Data and the provisions of Clause 47 of the Conditions of Contract. The Bidder shall submit with the Bid all the information required under the Contract Data and Clause 47 of the Conditions of Contract.

#### **14. Currencies of Bid and Payment**

14.1 The unit rates and prices<sup>7</sup> shall be quoted by the Bidder entirely in Leones. Where indicated in the Bidding Data, payment may be partially made in foreign currencies. Foreign currency requirements shall be indicated as a percentage of the Bid price (excluding provisional sums) and shall be payable at the option of the Bidder in foreign currencies in accordance with the limitations stated in the Bidding Data.

14.2 Where applicable, the rates of exchange to be used by the Bidder in arriving at the Leone equivalent and the percentage(s) mentioned in paragraph. 14.1 above shall be the selling rates for similar transactions established by the authority specified in the Contract Data prevailing on the date 28 days prior to the latest deadline for submission of bids. These exchange rates shall apply for all payments so that no exchange risk will be borne by the Bidder. If the Bidder uses other rates of exchange, the provisions of Clause 28.1 shall apply. In any case, payments will be computed using the rates quoted in the Bid.

14.3 Where applicable, Bidders shall indicate details of their expected foreign currency requirements in the Bid.

14.4 Where applicable, Bidders may be required by the Employer to clarify their foreign currency requirements and to substantiate that the amounts included in the rates and prices<sup>8</sup> and in the Contract Data are reasonable and responsive to Sub-Clause 14.1.

#### **15. Bid Validity**

15.1 Bids shall remain valid for the period specified in the Bidding Data.

---

<sup>4</sup> In lump sum contracts, delete “described in the Bill of Quantities” and replace with “described in the drawings and specifications and listed in the Activity Schedule”.

<sup>5</sup> In lump sum contracts, delete “rates, prices, and”.

<sup>6</sup> In lump sum contracts, delete “rates and prices” and replace with “lump sum price”.

<sup>7</sup> In lump sum contracts, delete “unit rates and prices” and replace with “lump sum price”.

<sup>8</sup> For lump sum contracts, delete “rates and prices” and replace with “Lump Sum”.

15.2 In exceptional circumstances, the Employer may request that the bidders extend the period of validity for a specified additional period. The request and the bidders' responses shall be made in writing. A Bidder may refuse the request without forfeiting the Bid Security. A Bidder agreeing to the request will not be required or permitted to otherwise modify the Bid, but will be required to extend the validity of Bid Security for the period of the extension, and in compliance with Clause 16 in all respects.

15.3 In the case of contracts in which the Contract Price is fixed (not subject to price adjustment), if the period of bid validity is extended beyond 60 days, the amounts payable in local and foreign currency to the Bidder selected for award, shall be increased by applying to both the local and the foreign currency component of the payments, respectively, the factors specified in the Bidding Data or in the request for extension, for the period of delay beyond 60 days after the expiry of the initial bid validity, up to the notification of award. Bid evaluation will be based on the Bid prices without taking the above correction into consideration.

## **16. Bid Security**

16.1 The Bidder shall furnish, as part of the Bid, a Bid Security in Leones or in a freely convertible currency, in the amount or the equivalent amount specified in the Bidding Data.

16.2 The Bid Security shall, at the Bidder's option, be in the form of a certified banker's cheque or a bank guarantee from a reputable bank or credible Financial Institution located in the Republic of Sierra Leone. Bank guarantees issued by foreign banks shall only be acceptable if endorsed by a correspondent bank in the Republic of Sierra Leone. The format of the Bid Security should be in accordance with the form of Bid Security included in Section X. Bid Security shall be valid for a minimum of 28 days beyond the validity of the Bid.

16.3 Any bid not accompanied by an acceptable Bid Security shall be rejected by the Employer. The Bid Security of a joint venture must define as "bidder" all joint venture partners and list them in the following manner: a joint venture consisting of "\_\_\_\_\_", "\_\_\_\_\_", and "\_\_\_\_\_".

16.4 The Bid Security of unsuccessful bidders will be returned within 28 days of the end of the Bid validity period specified in Sub-Clause 15.1.

16.5 The Bid Security of the successful Bidder will be discharged when the Bidder has signed the Agreement and furnished the required Performance Security.

16.6 The Bid Security may be forfeited

- (a) if the Bidder withdraws the Bid after Bid opening during the period of Bid validity;

- (b) if the Bidder does not accept the correction of the Bid price, pursuant to Clause 27; or
- (c) in the case of a successful Bidder, if the Bidder fails within the specified time limit to
  - (i) sign the Agreement; or
  - (ii) furnish the required Performance Security.

### **17. Alternative Proposals by Bidders**

17.1 Bidders shall submit offers that comply with the requirements of the bidding documents, including the basic technical design as indicated in the drawings and specifications. Alternatives will not be considered, unless specifically allowed in the Bidding Data. If so allowed, Sub-Clause 17.2 shall govern.

17.2 If so allowed in the Bidding Data, bidders wishing to offer technical alternatives to the requirements of the bidding documents must also submit a Bid that complies with the requirements of the bidding documents, including the basic technical design as indicated in the drawings and specifications. In addition to submitting the basic Bid, the Bidder shall provide all information necessary for a complete evaluation of the alternative by the Employer, including design calculations, technical specifications, breakdown of prices, proposed construction methods and other relevant details. Only the technical alternatives, if any, of the lowest evaluated Bidder conforming to the basic technical requirements shall be considered by the Employer.

### **18. Format and Signing of Bid**

18.1 The Bidder shall prepare one original of the documents comprising the Bid as described in Clause 12 of these Instructions to Bidders, bound with the volume containing the Form of Bid, and clearly marked "ORIGINAL." In addition, the Bidder shall submit copies of the Bid, in the number specified in the Bidding Data, and clearly marked as "COPIES." In the event of discrepancy between them, the original shall prevail.

18.2 The original and all copies of the Bid shall be typed or written in indelible ink and shall be signed by a person or persons duly authorised to sign on behalf of the Bidder, pursuant to Sub-Clauses 4.3(a) or 4.4(b), as the case may be. All pages of the Bid where entries or amendments have been made shall be initialled by the person or persons signing the Bid.

18.3 The Bid shall contain no alterations or additions, except those to comply with instructions issued by the Employer, or as necessary to correct errors made by the Bidder, in which case such corrections shall be initialled by the person or persons signing the Bid.

18.4 The Bidder shall furnish information as described in the Form of Bid on commissions or gratuities, if any, paid or to be paid to agents relating to this Bid, and to contract execution if the Bidder is awarded the contract.

## **D. Submission of Bids**

### **19. Sealing and Marking of Bids**

19.1 The Bidder shall seal the original and all copies of the Bid in two inner envelopes, and one outer envelope sealed with red wax, duly marking the inner envelopes as "ORIGINAL" and "COPIES".

19.2 The inner and outer envelopes shall

- (a) be addressed to the Employer at the address provided in the Bidding Data;
- (b) bear the name and procurement number of the Contract as defined in the Bidding and Contract Data; and
- (c) provide a warning not to open before the specified time and date for Bid opening as defined in the Bidding Data.

19.3 In addition to the identification required in Sub-Clause 19.2, the inner envelopes shall indicate the name and address of the Bidder to enable the Bid to be returned unopened in case it is declared late, pursuant to Clause 21.

19.4 If the outer envelope is not sealed and marked as above, the Employer will assume no responsibility for the misplacement or premature opening of the Bid.

### **20. Deadline for Submission of Bids**

20.1 Bids shall be delivered to the Employer at the address specified above no later than the time and date specified in the Bidding Data.

20.2 The Employer may extend the deadline for submission of bids by issuing an amendment in accordance with Clause 10, in which case all rights and obligations of the Employer and the bidders previously subject to the original deadline will then be subject to the new deadline.

### **21. Late Bids**

21.1 Any Bid received by the Employer after the deadline prescribed in Clause 20 will be returned unopened to the Bidder.

### **22. Modification and Withdrawal of Bids**

22.1 Bidders may modify or withdraw their bids by giving notice in writing before the deadline prescribed in Clause 20.

22.2 Any modification or withdrawal notices shall be prepared, sealed, marked, and delivered in accordance with Clauses 18 and 19, with the outer and inner envelopes additionally marked "MODIFICATION" or "WITHDRAWAL," as appropriate.

22.3 No Bid may be modified after the deadline for submission of Bids.

22.4 Withdrawal of a Bid between the deadline for submission of bids and the expiration of the period of Bid validity specified in the Bidding Data or as extended pursuant to Sub-Clause 15.2 may result in the forfeiture of the Bid Security pursuant to Clause 16.

22.5 Bidders may only offer discounts to, or otherwise modify the prices of their bids by inclusion in the original Bid submission or by submitting Bid modifications in accordance with this clause.

## **E. Bid Opening and Evaluation**

### **23. Bid Opening**

23.1 The Employer will open the bids, including modifications made pursuant to Clause 22, in the presence of the bidders' representatives who choose to attend at the time and in the place specified in the Bidding Data.

23.2 Envelopes marked "WITHDRAWAL" shall be opened and read out first. Bids for which an acceptable notice of withdrawal has been submitted pursuant to Clause 22 shall not be opened.

23.3 The bidders' names, the Bid prices, the total amount of each Bid and of any alternative Bid (if alternatives have been requested or permitted), any discounts, Bid modifications and withdrawals, the presence or absence of Bid Security, and such other details as the Employer may consider appropriate, will be announced by the Employer at the opening.

23.4 The Employer will prepare minutes of the Bid opening, including the information disclosed to those present in accordance with Sub-Clause 23.3.

### **24. Process to be Confidential**

24.1 Information relating to the examination, clarification, evaluation, and comparison of bids and recommendations for the award of a contract shall not be disclosed to bidders or any other persons not officially concerned with such process until the award to the successful Bidder has been announced.

### **25. Clarification of Bids and Contacting the Employer**

25.1 To assist in the examination, evaluation, and comparison of bids, the Employer may ask any Bidder for clarification of its Bid, including breakdowns of unit rates.<sup>9</sup>

---

<sup>9</sup> In lump sum contracts, delete "unit rates" and replace with "the prices in the Activity Schedule".

Requests for clarification and the response shall be in writing or by cable, telex, or facsimile, but no change in the price or substance of the Bid shall be sought, offered, or permitted except as required to confirm the correction of arithmetic errors discovered by the Employer in the evaluation of the bids in accordance with Clause 27.

25.2 From the time of bid opening to the time of contract award, if any bidder wishes to contact the Employer on any matter related to the bid, it should do so in writing.

25.3 Any effort by the Bidder to influence the Employer in the Employer's bid evaluation, bid comparison or contract award decisions may result in the rejection of the Bidders' bid.

## **26. Examination of Bids and Determination of Responsiveness**

26.1 Prior to the detailed evaluation of bids, the Employer will determine whether each Bid (a) meets the eligibility criteria defined in Clause 3; (b) has been properly signed; (c) is accompanied by the required Bid Security; and (d) is substantially responsive to the requirements of the bidding documents.

26.2 A substantially responsive bid is one that conforms to all the terms, conditions, and specifications of the bidding documents, without material deviation or reservation. A material deviation or reservation is one (a) which affects in any substantial way the scope, quality, or performance of the Works; (b) which limits in any substantial way, inconsistent with the bidding documents, the Employer's rights or the Bidder's obligations under the Contract; or (c) whose rectification would affect unfairly the competitive position of other bidders presenting substantially responsive bids.

26.3 If a Bid is not substantially responsive, it will be rejected by the Employer, and may not subsequently be made responsive by correction or withdrawal of the non-conforming deviation or reservation.

## **27. Correction of Errors**

27.1 Bids determined to be substantially responsive will be checked by the Employer for any arithmetic errors. Errors will be corrected by the Employer as follows:

- (a) Where there is a discrepancy between the amounts in figures and in words, the amount in words will govern; and
- (b) Where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern, unless in the opinion of the Employer there is an obviously gross misplacement of the decimal point in the unit rate, in which case the line item total as quoted will govern, and the unit rate will be corrected.

27.2 The amount stated in the Bid will be adjusted by the Employer in accordance with the above procedure for the correction of errors and shall be considered as binding upon the Bidder. If the Bidder does not accept the corrected amount, the Bid



will be rejected, and the Bid Security may be forfeited in accordance with Sub-Clause 16.6(b).

## **28. Currency for Bid Evaluation**

28.1 Bids will be evaluated as quoted in Leones in accordance with Sub-Clause 14.1, unless a Bidder has used different exchange rates than those prescribed in Sub-Clause 14.2, in which case the Bid will be first converted into the amounts payable in different currencies using the rates quoted in the Bid and then reconverted to Leones using the exchange rates prescribed in Sub-Clause 14.2.

## **29. Evaluation and Comparison of Bids**

29.1 The Employer will evaluate and compare only the bids determined to be substantially responsive in accordance with Clause 26.

29.2 In evaluating the bids, the Employer will determine for each Bid the evaluated Bid price by adjusting the Bid price as follows:

- (a) making any correction for errors pursuant to Clause 27;
- (b) excluding provisional sums and the provision, if any, for contingencies in the Bill of Quantities<sup>10</sup>, but including Day works, where priced competitively;
- (c) making an appropriate adjustment for any other acceptable variations, deviations, or alternative offers submitted in accordance with Clause 17; and
- (d) making appropriate adjustments to reflect discounts or other price modifications offered in accordance with Sub-Clause 22.5.

29.3 The Employer reserves the right to accept or reject any variation, deviation, or alternative offer. Variations, deviations, and alternative offers and other factors which are in excess of the requirements of the bidding documents or otherwise result in unsolicited benefits for the Employer will not be taken into account in Bid evaluation.

29.4 The estimated effect of any price adjustment conditions under Clause 47 of the Conditions of Contract, during the period of implementation of the Contract, will not be taken into account in Bid evaluation.

29.5 In the case of several lots, pursuant to Clause 29.2(d), the Employer will determine the application of discounts so as to minimise the combined cost of all the lots.

## **30. Preference for Domestic Bidders**

30.1 If so indicated in the Bidding Data, domestic contractors may receive a margin of preference in Bid evaluation, for which this clause shall apply.

30.2 Domestic bidders shall provide all evidence necessary to prove that they meet the following criteria to be eligible for a margin of domestic preference in the

---

<sup>10</sup> In lump sum contracts, delete "Bill of Quantities" and replace with "Activity Schedule".

comparison of their bids with those of bidders who do not qualify for the preference. They should

- (a) be registered within the Republic of Sierra Leone;
- (b) have majority ownership by nationals of the Republic of Sierra Leone;
- (c) not subcontract more than 10 percent of the Contract Price including provisional sums to foreign contractors; and
- (d) satisfy any other criteria specified for the purpose of domestic preference eligibility, as specified in the Bidding Data.

30.3 Joint ventures of domestic firms may be eligible for the margin of preference provided that:

- (a) the individual partners satisfy the criteria of eligibility of Sub-Clause 30.2 (a) and (b);
- (b) the joint venture shall be registered in the Republic of Sierra Leone;
- (c) the joint venture shall not subcontract more than 10 percent of the Contract Price, excluding provisional sums, to foreign firms; and
- (d) satisfy any other criteria specified for the purpose of domestic preference eligibility, as specified in the Bidding Data.

30.4 The following procedure will be used to apply the margin of preference:

- (a) Responsive bids will be classified into the following groups:
  - (i) Group A: bids offered by domestic bidders and joint ventures meeting the respective criteria of Sub-Clauses 30.2 and 30.3 above; and
  - (ii) Group B: all other bids.
- (b) For the purpose of evaluation and comparison of bids only, an amount equal to the percentage stated in the Bidding Data of the evaluated Bid prices determined in accordance with Clause 29.2(a), (b), and (d), will be added to all bids classified in Group B.

## F. Award of Contract

### 31. Award Criteria

31.1 Subject to Clause 32, the Employer will award the Contract to the Bidder whose Bid has been determined to be substantially responsive to the bidding documents and

who has offered the lowest evaluated Bid price, provided that such Bidder has been determined to be (a) eligible in accordance with the provisions of Clause 3, and (b) qualified in accordance with the provisions of Clause 4.

### **32. Employer's Right to Accept any Bid and to Reject any or all Bids**

32.1 Notwithstanding Clause 31, the Employer reserves the right to accept or reject any Bid, and to cancel the bidding process and reject all bids, at any time prior to the award of Contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected Bidder or bidders of the grounds for the Employer's action.

### **33. Notification of Award and Signing of Agreement**

33.1 The Bidder whose Bid has been accepted will be notified of the award by the Employer prior to expiration of the Bid validity period by cable, telex, or facsimile and confirmed by registered letter. This letter (hereinafter and in the Conditions of Contract called the "Letter of Acceptance") will state the sum that the Employer will pay the Contractor in consideration of the execution, completion, and maintenance of the Works by the Contractor as prescribed by the Contract (hereinafter and in the Contract called the "Contract Price").

33.2 The notification of award will constitute the formation of the Contract, subject to the Bidder furnishing the Performance Security in accordance with Clause 34 and signing the Agreement in accordance with Sub-Clause 33.3.

33.3 The Agreement will incorporate all agreements between the Employer and the successful Bidder. It will be signed by the Employer and sent to the successful Bidder, within 14 days following the notification of award along with the Letter of Acceptance. Within 14 days of receipt, the successful Bidder will sign the Agreement and deliver it to the Employer.

33.4 Upon the furnishing by the successful Bidder of the Performance Security, the Employer will promptly notify the other bidders that their bids have been unsuccessful.

### **34. Performance Security**

34.1 Within 14 days after receipt of the Letter of Acceptance, the successful Bidder shall deliver to the Employer a Performance Security in the amount stipulated in the Contract Data in the form of a Bank Guarantee, denominated in the type and proportions of currencies in the Letter of Acceptance and in accordance with the Conditions of Contract.

### **35. Advance Payment and Security**

35.1 The Employer will provide an Advance Payment on the Contract Price as stipulated in the Conditions of Contract, subject to a maximum amount of 50%.

### **36. Adjudicator**

36.1 The Employer proposes the person named in the Bidding Data to be appointed as Adjudicator under the Contract, at an hourly fee specified in the Bidding Data, plus

reimbursable expenses. If the Bidder disagrees with this proposal, the Bidder should so state in the Bid. If, in the Letter of Acceptance, the Employer has not agreed on the appointment of the Adjudicator, the Adjudicator shall be appointed by the Appointing Authority designated in the Contract Data at the request of either party.

### **37. Corrupt or Fraudulent Practices**

37.1 The Government of Sierra Leone requires that Employers as well as Bidders/Suppliers/Contractors observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, the Government:

- (a) defines, for the purposes of this provision, the terms set forth below as follows:
  - (i) “corrupt practice” means the offering, giving, receiving or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution; and
  - (ii) “fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Employer, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Employer of the benefits of free and open competition;
- (b) will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;
- (c) will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a Government contract if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, a Government contract.

37.2 Furthermore, Bidders shall be aware of the provision stated in sub-clause 23.2 and sub-clause 59.2 of the Conditions of Contract.

## Section II. Bidding Data

**Instructions to Bidders**  
**Clause Reference**

- ITB Clause 2.1** Funding for the Contract is provided by *[insert name(s) of external funding agency(ies) if any, or delete this clause reference if funding is entirely from the Government of Sierra Leone]*
- ITB Clause 3.1** All countries and territories which are member states of the United Nations are eligible, *[insert any exceptions]*
- ITB Clause 4.3** The information required from bidders in Sub-Clause 4.3 is modified as follows: *[list any additions or deletions to the list in Sub-Clause 4.3; otherwise delete this clause reference from the Bidding Data]*.
- ITB Clause 4.4** The requirements for joint ventures in Sub-Clause 4.4 are modified as follows: *[list any additions or deletions to the list in Sub-Clause 4.4; otherwise delete this clause reference from the Bidding Data]*.
- ITB Clause 4.5** The qualification criteria in Sub-Clause 4.5 are modified as follows: *[list any additions or deletions to the list in Sub-Clause 4.5; otherwise delete this clause reference from the Bidding Data]*.
- ITB Clause 4.5a** The minimum required annual volume of construction work for the successful Bidder in any of the last five years is *[insert figure in Leones and an equivalent in a freely convertible foreign currency]*.
- ITB Clause 4.5c** The essential equipment required for the Works is *[insert equipment list]*.
- ITB Clause 4.5d** The key personnel required for the performance of the contract and their qualifications and experience are: *[insert list of key personnel with the required minimum qualifications and experience]*
- ITB Clause 4.5e** The required minimum amount of net liquid assets and/or credit facilities is *[insert figure in Leones and the equivalent in a freely convertible foreign currency]*.
- ITB Clause 8.2 (18.1)** The number of copies of the Bid to be submitted is three [3] in addition to the original of the Bid.
- ITB Clause 12.1** Other documents to be submitted by the bidder are: *[insert list of additional documents to those specified; otherwise delete this clause reference from the Bidding Data]*.

- ITB Clause 13.4** [The Contract is subject to price adjustment in accordance with Clause 47 of the Conditions of Contract] or [The Contract is not subject to price adjustment].
- ITB Clause 15.1** The period of Bid validity shall be *[insert number]* days after the deadline for submission of bids.
- ITB Clause 15.3** The adjustment of Bid price in accordance with Clause 15.3 shall be calculated on the basis of an annual increase for foreign costs if applicable of *[insert]* percent and an annual increase for local costs of *[insert]* percent.
- ITB Clause 16.1** The amount of Bid Security shall be not less than *[insert amount in words and figures]* Leones.
- ITB Clause 17.1** Alternative proposals to the requirements of the bidding documents *[insert "will" or "will not"]* be permitted.
- ITB Clause 19.2(a)** The address for the submission of bids is *[insert the receiving address as stated in the Invitation for Bids]*.
- ITB Clause 19.2(b)** The Name and Procurement Number of the Contract is *[insert name and number]*.
- ITB Clause 19.2(c)** The time and date for bid opening is *[hours]* on *[date]*.
- ITB Clause 20.1** The deadline for submission of bids is *[insert time and date; the date and time should be as stated in the Invitation for Bids, unless subsequently amended pursuant to Sub-Clause 20.2]*.
- The date of the exchange rate is *[insert date 28 days before the deadline for submission of bids]*.
- The authority for establishing the rates of exchange shall be the Central Bank of Sierra Leone.
- ITB Clause 30.1** Domestic contractors will *[or "will not"]* receive a margin of preference in Bid evaluation.  
*[Where a margin of preference is to be given, details are to be provided]*
- ITB Clause 36.1** The Adjudicator proposed by the Employer is *[insert name and address]*.
- The hourly fee for this proposed Adjudicator shall be *[insert amount and currency]*.
- The biographical data of the proposed Adjudicator is as follows:

*[provide relevant information, such as education, experience, age, nationality, and present position; attach additional pages as necessary].*

In the event of disagreement between the Employer and the Contractor on an Adjudicator, the Adjudicator will be appointed by *[name of Appointing Authority]*.

**Pay No Bribe**

## Section III. Evaluation and Qualification Criteria

This Section contains all the criteria that the Employer shall use to evaluate bids and qualify Bidders. No other factors, methods or criteria shall be used. The Bidder shall provide all the information requested in the forms included in Section IV, Standard Forms.

### 1. Evaluation Criteria and Methodology

#### 1.1 Alternative Proposal (If permitted in accordance with ITB 17.1)

Technical Alternative [Insert the applicable criteria and methodology]

Alternative Time for Completion [Insert the applicable criteria and methodology]

#### 1.2 Correction of Arithmetical Errors (In accordance with ITB 27)

(a) Where there are errors between the total of the amounts given under the column for the price breakdown and the amount given under the Total Price, the former shall prevail and the latter will be corrected accordingly

(b) If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the Employer there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected;

(c) If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and

(d) If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.

#### 1.3 Conversion to a Single Currency (In accordance with ITB 28) The currency that shall be used for bid evaluation and comparison purposes to convert all bid prices expressed in various currencies into a single currency is:

[Insert the name of the currency]

The source of exchange rate shall be: [insert the name of the source of the exchange rates].

The date for the exchange rate shall be: [specify date (day/month/year)]

#### 1.4 Discounts. The Employer will adjust the Bid Price, using the methodology prescribed by the Bidder in its Letter of Bid, to take account of the Discounts offered by the Bidder in its Letter of Bid, as read out at the Bid Opening.

#### 1.5 Quantifiable Nonmaterial Nonconformities. The adjustment shall be made using the following methodology: [insert methodology]

#### 1.6 Margin of Domestic Preference (If permitted in accordance with ITB 30.) [Insert the applicable criteria and methodology]

#### 1.7 Any other Criteria or Methodology. [Insert the criteria & methodology]



<b>2</b>	<b>Qualification (Following Prequalification)</b>																		
2.1	<b>Update of Information</b> The Bidder and any subcontractors shall meet or continue to meet the criteria used at the time of prequalification.																		
2.2	<b>Financial Resources</b> The Bidder must demonstrate access to, or availability of, financial resources such as liquid assets, unencumbered real assets, lines of credit, and other financial means, other than any contractual advance payments to meet:  (i) the following cash-flow requirement: [     ]  and  (ii) the overall cash flow requirements for this contract and its current works commitment.																		
2.3	<b>Personnel</b> The Bidder must demonstrate that it has the personnel for the key positions that meet the following requirements: <table border="1" data-bbox="260 894 1906 1239"> <thead> <tr> <th data-bbox="260 894 453 1036">No.</th> <th data-bbox="459 894 957 1036">Position</th> <th data-bbox="963 894 1524 1036">Total Work Similar Experience (years)</th> <th data-bbox="1530 894 1906 1036">In Similar Works Experience (years)</th> </tr> </thead> <tbody> <tr> <td data-bbox="260 1040 453 1105">1</td> <td data-bbox="459 1040 957 1105"></td> <td data-bbox="963 1040 1524 1105"></td> <td data-bbox="1530 1040 1906 1105"></td> </tr> <tr> <td data-bbox="260 1110 453 1175">2</td> <td data-bbox="459 1110 957 1175"></td> <td data-bbox="963 1110 1524 1175"></td> <td data-bbox="1530 1110 1906 1175"></td> </tr> <tr> <td data-bbox="260 1180 453 1245">3</td> <td data-bbox="459 1180 957 1245"></td> <td data-bbox="963 1180 1524 1245"></td> <td data-bbox="1530 1180 1906 1245"></td> </tr> </tbody> </table> <p data-bbox="260 1260 1906 1300">The Bidder shall provide details of the proposed personnel and their experience records</p>			No.	Position	Total Work Similar Experience (years)	In Similar Works Experience (years)	1				2				3			
No.	Position	Total Work Similar Experience (years)	In Similar Works Experience (years)																
1																			
2																			
3																			

<b>2.4 Equipment</b>		
The Bidder must demonstrate that it has the key equipment listed below:		
No.	Equipment Type and Characteristics	Minimum Number required
1		
2		
3		
The Bidder shall provide further details of proposed items of equipment.		

Pay No Bribe

---

<b>2</b>	<b>Qualification (Without Prequalification)</b>
<b>2.1</b>	Eligibility (TABLE)
<b>2.2</b>	Historical Contract Non-Performance (TABLE)
<b>2.3</b>	Financial Situation (TABLE)
<b>2.4</b>	Experience (TABLE)
<b>2.5</b>	Personnel (TABLE)
<b>2.6</b>	Equipment (TABLE)

**Pay No Bribe**

## 2. Qualification Tables (Without Prequalification)

<b>2.1 Eligibility</b>							
<b>Factor</b>	<b>Requirement</b>	<b>Single Bidder</b>	<b>Entity</b>	<b>Joint Venture, Consortium or Association Bidder</b>		<b>Document</b>	
				<b>All Combined</b>	<b>Partners Each Partner</b>		
2.1.2 Conflict of Interest	There must be no conflict of interests (ITB 2.2)	Must meet requirement	meet	Existing or intended JVCA must meet requirement	Must meet requirement	meet	
2.1.3 Ineligibility	Must not have been declared ineligible (ITB 2.3 & 36.1)	Must meet requirement	meet	Existing JVCA must meet requirement	Must meet requirement	meet	

Pay Notice

**2.2 Historical Contract Non-performance**

Factor	Requirement	Single Bidder	Entity	Joint Venture, Consortium or Association		Document
				All Combined	Partners Each Partner	
2.2.1 History of Non-performing contracts	Non-performance of a contract did not occur within the last [ ] years prior to the deadline for application submission, based on all information on fully settled disputes or litigation. <sup>1</sup>	Must meet requirement	meet	Existing or intended must meet requirement	or JVCA meet	Must meet requirement
1. A fully settled dispute or litigation is one that has been resolved in accordance with the Dispute Resolution Mechanism under the respective contract, and where all appeal instances available to the bidder have been exhausted.						
2.2.2 Failure to sign contract	Having not signed a contract and/or failed to provide performance security (ITB 35.2) for [ ] years	Must meet requirement	meet	Must meet requirement itself or as partner to past or existing JVCA	Must meet requirement itself or as partner to past or existing JVCA	
2.2.3 Pending Litigation	All pending litigation shall in total not represent more than [ ] percent [ ]% of the Bidder's net worth and shall be treated as resolved against the Bidder.	Must meet requirement	meet	Must meet requirement itself or as partner to past or existing JVCA	Must meet requirement itself or as partner to past or existing JVCA	

**2.3 Financial Situation**

Factor	Requirement	Single Entity Bidder	Joint Venture, Consortium or Association Bidder		Document
			All Partners Combined	Each Partner	
2.3.1 Historical Financial Performance	Submission of audited balance sheets [or other financial statements acceptable to the Purchaser,] for the last [ ] years to demonstrate the current soundness of the bidders financial position and its prospective long term profitability.	Must meet requirement	Not applicable	Must meet requirement	
2.3.2 Average Annual Turnover	Minimum average annual turnover of [Le ], calculated as total certified payments received for contracts in progress or completed, within the last [ ] years	Must meet requirement	Must meet requirement	Must meet [ ] percent [ ]% of the requirement	

**2.3 Financial Situation**

Factor	Requirement	Single Entity Bidder	Joint Venture, Consortium or Association Bidder		Document
			All Combined	Partners Each Partner	
2.3.3 Financial Resources	The Bidder must demonstrate access to, or availability of, financial resources such as liquid assets, unencumbered real assets, lines of credit, and other financial means, other than any contractual advance payments to meet: (i) the following cash-flow requirement: [.....] and (ii) the overall cash flow requirements for this contract and its current commitments.	Must meet requirement	Must meet requirement	Must meet [ ] percent [ ]% of the requirement	

2.4 Experience						
Factor	Requirement	Single Entity Bidder	Joint Venture, Consortium or Association Bidder		Document	
			All Combined	Partners Each Partner		
2.4.1 General Experience	Experience under contracts in the role of contractor, subcontractor, or management contractor for at least the last [ ] years prior to the applications submission deadline, and with activity in at least nine (9) months in each year.	Must meet requirement	N/A	Must meet requirement		
2.4.2 Specific Experience	(a) Participation as contractor, management contractor, or sub-contractor, in at least [ ] contracts within the last [ ] years, each with a value of at least [ ], that have been successfully and substantially completed and that are similar to the proposed Works. The similarity shall be based on the physical size, complexity, methods	Must meet requirement	N/A	Must meet requirement		



2.4 Experience					
Factor	Requirement	Single Entity Bidder	Joint Venture, Consortium or Association Bidder		Document
			All Combined	Partners Each Partner	
	technology as described in Section IV, Sample Forms. b) For the above or other contracts executed during the period stipulated in 2.4.2(a) above, a minimum experience in the following key activities: [...] [...]	Must meet requirement	N/A	Must meet requirement	

Pay No Bribe

**2.5 Personnel**

The Bidder must demonstrate that it has the personnel for the key positions that meet the following requirements:

<b>No.</b>	<b>Position</b>	<b>Total Work Similar Experience (years)</b>	<b>In Similar Works Experience (years)</b>
1			
2			
3			
4			
5			

The Bidder shall provide details of the proposed personnel and their experience records at Section IV Form B

**2.6 Equipment**

The Bidder must demonstrate that it has the key equipment required to undertake the Works:

<b>No.</b>	<b>Equipment Type and Characteristics</b>	<b>Minimum Number required</b>
1		
2		
<u>3</u>		
4		
<u>5</u>		

The Bidder shall provide further details of proposed items of equipment at Section IV Form B.

Pay No Bribes

## Section IV. Forms of Bid, Qualification Information, Letter of Acceptance and Agreement

### Notes on Form of Contractor's Bid

The Bidder shall fill in and submit this Bid form with the Bid. Additional details on the price should be inserted if the Bid is in various currencies. If the Bidder objects to the Adjudicator proposed by the Employer in the bidding documents, he should so state in his Bid, and present an alternative candidate, together with the candidate's daily fees and biographical data, in accordance with Clause 36 of the Instructions to Bidders.

*(letterhead paper of the bidder)*

*[date]*

To: *[name and address of Employer]*

We offer to execute the *[name and procurement number of Contract]* in accordance with the Conditions of Contract accompanying this Bid for the Contract Price of *[amount in numbers], [amount in words] [name of currency]*.

The Contract shall be paid in the following currencies:

Currency	Percentage payable in currency	Rate of exchange: one foreign equals <i>[rate]</i> Leones	Inputs for which foreign currency is required
(a)			
(b)			
(c)			

The advance payment required is:

Amount	Currency
(a)	
(b)	
(c)	

We accept the appointment of *[name proposed in Bidding Data]* as the Adjudicator.

**[or]**

We do not accept the appointment of *[name proposed in Bidding Data]* as the Adjudicator, and propose instead that *[name]* be appointed as Adjudicator, whose daily fees and biographical data are attached.

This Bid and your written acceptance of it shall constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any Bid you receive.

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of agent	Amount and Currency	Purpose of Commission or gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____

(if none, state "none")."

We hereby confirm that this Bid complies with the Bid Validity and Bid Security required by the bidding documents and specified in the Bidding Data.

Authorised Signature: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Bidder: \_\_\_\_\_

Address: \_\_\_\_\_

**Pay No Bribe**

**Standard Form B: Qualification Information**

**Notes on Form of Qualification Information**

The information to be filled in by bidders in the following pages will be used for purposes of post-qualification or for verification of pre-qualification as provided for in Clause 3 of the Instruction to Bidders. If used for prequalification verification, the Bidder should fill in updated information only. This information will not be incorporated in the Contract.

**1. Individual Bidders** or Individual Members of Joint Venture

1.1. Constitution or legal status of Bidder *[attach copy]*

Place of registration:

Principal place of business:

1.2 Work performed as prime Contractor on works of a similar nature and volume of the last two years. Also list details of work under way or committed, including expected completion date.

Project name and country	Name of client and contact person	Type of work performed and year of completion	Value of contract (Leones)

1.3 Major items of Contractor's Equipment proposed for carrying out the Works. List all information requested below

Item of Equipment	Description, make, and age (years)	Condition (new, good, poor) and number available	Owned, leased (from whom?), or to be purchased (from whom?)

1.4 Qualifications and experience of key personnel proposed for administration and execution of the Contract

Position	Name	Years of similar work in experience (general)	Years of similar work experience in proposed position
Project Manager			

1.5 Proposed subcontracts and firms involved

Sections of the Works	Value of sub-contract	Sub-contractor (name and address)	Experience in similar work

1.6 Information on current litigation in which the Bidder is involved

Other party(ies)	Cause of dispute	Amount involved



1.7 Proposed Program (work method and schedule). Descriptions, drawings, and charts, as necessary, to comply with the requirements of the bidding documents.

**Pay No Bribe**

**1. Individual Bidders or Individual Members of Joint Ventures**

1.1 Constitution or legal status of Bidder: *[attach copy]*

Place of registration: *[insert]*

Principal place of business: *[insert]*

Power of attorney of signatory of Bid: *[attach]*

1.2 Total annual volume of construction work performed in five years: *[insert figure in Leones or an equivalent in a freely convertible foreign currency]*

1.3 Work performed as prime Contractor on works of a similar nature and volume over the last five years. The values should be indicated in the same currency used for Item 1.2 above. Also list details of work under way or committed, including expected completion date.

Project name and country	Name of client and contact person	Type of work performed and year of completion	Value of contract
(a)			
(b)			
(c)			

1.4 Major items of Contractor's Equipment proposed for carrying out the Works. List all information requested below. Refer also to Sub-Clause 4.3(d) of the Instructions to Bidders.

Item of equipment	Description, make, and age (years)	Condition and number available	Owned, leased or to be purchased (from whom?)
(a)			
(b)			
(c)			

- 1.5 Qualifications and experience of key personnel proposed for administration and execution of the Contract. Attach biographical data. Refer also to Sub-Clause 4.3(e) of the Instructions to Bidders and Sub-Clause 9.1 of the Conditions of Contract.

Position	Name	Years of experience (general)	Years of experience in proposed position
(a)			
(b)			
(c)			

- 1.6 Proposed subcontracts and firms involved. Refer to Clause 7 of Conditions of Contract.

Sections of the Works	Value of subcontract	Subcontractor (name and address)	Experience in similar work
(a)			
(b)			
(c)			

- 1.7 Financial reports for the last five years: balance sheets, profit and loss statements, auditors' reports, etc. List below and attach copies.

- 1.8 Evidence of access to financial resources to meet the qualification requirements: cash in hand, lines of credit, etc. List below and attach copies of support documents.

- 1.9 Name, address, and telephone, telex, and facsimile numbers of banks that may provide references if contacted by the Employer.

- 1.10 Information on current litigation in which the Bidder is involved.

Other party(ies)	Cause of dispute	Amount involved
(a)		
(b)		
(c)		

- 1.11 Statement of compliance with the requirements of Sub-Clause

3.2 of the Instructions to Bidders.

1.12 Proposed Program (work method and schedule). Descriptions, drawings, and charts, as necessary, to comply with the requirements of the bidding documents.

**2. Joint Ventures**

2.1 The information listed in 1.1 - 1.11 above shall be provided for each partner of the joint venture.

2.2 The information in 1.12 above shall be provided for the joint venture.

2.3 Attach the power of attorney of the signatory(ies) of the Bid authorising signature of the Bid on behalf of the joint venture.

2.4 Attach the Agreement among all partners of the joint venture (and which is legally binding on all partners), which shows that:

(a) all partners shall be jointly and severally liable for the execution of the Contract in accordance with the Contract terms;

(b) one of the partners will be nominated as being in charge, authorised to incur liabilities, and receive instructions for and on behalf of any and all partners of the joint venture; and

(c) the execution of the entire Contract, including payment, shall be done exclusively with the partner in charge.

**3. Additional Requirements**

3.1 Bidders should provide any additional information required in the Bidding Data or to fulfil the requirements of Sub-Clause 4.1 and Clause 30 of the Instructions to Bidders, if applicable.

## Letter of Acceptance

*[letterhead paper of the Employer]*

### Notes on Standard Form of Letter of Acceptance

The Letter of Acceptance will be the basis for formation of the Contract as described in Clauses 33 and 34 of the Instructions to Bidders. This Standard Form of Letter of Acceptance should be filled in and sent to the successful Bidder only after evaluation of bids has been completed and Bid Evaluation Committee approval to the evaluation report and award of contract is granted.

*[date]*

To: *[name and address of the Contractor]*

This is to notify you that your Bid dated *[date]* for execution of the *[name of the Contract and Procurement Number, as given in the Contract Data]* for the Contract Price of *[amount in numbers and words] [name of currency]*, as corrected and modified in accordance with the Instructions to Bidders is hereby accepted.

- (a) We accept that *[name proposed by bidder]* be appointed as the Adjudicator.<sup>11</sup>  
**or**  
 (b) We do not accept that *[name proposed by bidder]* be appointed as adjudicator, and by sending a copy of this letter of acceptance to *[insert the name of the Appointing Authority]*, we are hereby requesting *[name]*, the Appointing Authority, to appoint the Adjudicator in accordance with Clause 36.1 of the Instructions to Bidders.<sup>12</sup>

You are requested to submit the Performance Security of *[amount in numbers and in words]* Leones, and attend at *[address]* on *[date]* at *[time]* hours for signature of the Contract.

Authorised Signature: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Employer: \_\_\_\_\_

Attachment: Agreement

<sup>11</sup> To be used only if the Contractor disagrees in the Bid with the Adjudicator proposed by the Employer in the Instructions to Bidders, and has accordingly offered another candidate. If the Employer does not accept the counterproposal, the sentence should so state, and be followed by an additional sentence: "We therefore shall request the *[name of Appointing Authority as named in the Contract Data]* to appoint the Adjudicator in accordance with Clause 36 of the Instructions to Bidders."

<sup>12</sup> To be used only if the Contractor disagrees in the Bid with the Adjudicator proposed by the Employer in the Instructions to Bidders, and has accordingly offered another candidate. If the Employer does not accept the counterproposal, the sentence should so state, and be followed by an additional sentence: "We therefore shall request the *[name of Appointing Authority as named in the Contract Data]* to appoint the Adjudicator in accordance with Clause 36 of the Instructions to Bidders."

## Agreement

This Agreement, made the *[day]* day of *[month]*, *[year]* between *[name and address of Employer]* (hereinafter called “the Employer”) and *[name and address of Contractor]* (hereinafter called “the Contractor”) of the other part.

Whereas the Employer is desirous that the Contractor execute *[name and Procurement Number of Contract]* (hereinafter called “the Works”) and the Employer has accepted the Bid by the Contractor for the execution and completion of such Works and the remedying of any defects therein for the sum of *[Contract Price in numbers and words in Leones]* (hereinafter called “the Contract Price”).

Now this Agreement witnesseth as follows:

1. In this Agreement, words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to, and they shall be deemed to form and be read and construed as part of this Agreement.
2. The following documents shall be deemed to form and be read and construed as part of this agreement, viz:
  - (a) Agreement,
  - (b) Letter of Acceptance,
  - (c) Contractor’s Bid,
  - (d) Contract Data,
  - (e) Conditions of Contract,
  - (f) Specifications,
  - (g) Drawings,
  - (h) Bill of Quantities,<sup>13</sup>
  - (i) Eligibility and Qualification Criteria,
  - (j) Integrity Pact; and
  - (k) any other document listed in the Contract Data as forming part of the Contract.
3. In consideration of the payments to be made by the Employer to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Employer to execute and complete the Works and remedy any defects therein in conformity in all respects with the provisions of the Contract.
4. The Employer hereby covenants to pay the Contractor in consideration of the execution and completion of the Works and the remedying of defects wherein the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

---

<sup>13</sup> In lump sum contracts, delete “Bill of Quantities” and replace with “Activity Schedule”.

In Witness whereof the parties thereto have caused this Agreement to be executed the day and year first before written.

The Common Seal of \_\_\_\_\_  
was hereunto affixed in the presence of: \_\_\_\_\_

Signed, Sealed, and Delivered by the said \_\_\_\_\_  
in the presence of: \_\_\_\_\_

Binding Signature of Employer \_\_\_\_\_

Binding Signature of Contractor \_\_\_\_\_

**Pay No Bribe**

## Section V. Conditions of Contract

### Table of Clauses

<b>A. General</b> .....	<b>50</b>
1. Definitions .....	50
2. Interpretation.....	52
3. Language and Law.....	52
4. Project Manager’s Decisions .....	52
5. Delegation .....	53
6. Communications.....	53
7. Subcontracting .....	53
8. Other Contractors .....	53
9. Personnel .....	53
10. Employer’s and Contractor’s Risks .....	53
11. Employer’s Risks.....	53
12. Contractor’s Risks .....	54
13. Insurance .....	54
14. Site Investigation Reports .....	55
15. Queries about the Contract Data.....	55
16. Contractor to Construct the Works .....	55
17. The Works to Be Completed by the Intended Completion Date .....	55
18. Approval by the Project Manager .....	55
19. Safety .....	56
20. Discoveries.....	56
21. Possession of the Site .....	56
22. Access to the Site.....	56
23. Instructions Inspection and Audits.....	56
24. Disputes .....	56
25. Procedure for Disputes.....	57
26. Replacement of Adjudicator .....	57
<b>B. Time Control</b> .....	<b>57</b>
27. Program .....	57
28. Extension of the Intended Completion Date .....	58
29. Acceleration.....	58
30. Delays Ordered by the Project Manager .....	58
31. Management Meetings .....	58
32. Early Warning .....	58
<b>C. Quality Control</b> .....	<b>59</b>
33. Identifying Defects .....	59
34. Tests .....	59
35. Correction of Defects .....	59
36. Uncorrected Defects .....	59
<b>D. Cost Control</b> .....	<b>60</b>
37. Bill of Quantities .....	60
38. Changes in the Quantities .....	60
39. Variations .....	60
40. Payments for Variations .....	60
41. Cash Flow Forecasts.....	61



42. Payment Certificates .....	61
43. Payments .....	62
44. Compensation Events.....	62
45. Tax.....	63
46. Currencies .....	64
47. Price Adjustment .....	64
48. Retention .....	64
49. Liquidated Damages.....	64
50. Bonus .....	64
51. Advance Payment .....	64
52. Securities .....	65
53. Day-works .....	65
54. Cost of Repairs .....	65
E. Finishing the Contract .....	66
55. Completion.....	66
56. Taking Over .....	66
57. Final Account.....	66
58. Operating and Maintenance Manuals.....	66
59. Termination.....	66
60. Payment upon Termination.....	67
61. Property .....	68
62. Release from Performance.....	68

Pay No Bills

## A. General

### 1. Definitions

1.1 Boldface type is used to identify defined terms.

**Activity Schedule** means the priced and completed Activity Schedule forming part of the Bid for a Lump Sum Contract

**The Adjudicator** is the person appointed jointly by the Employer and the Contractor to resolve disputes in the first instance, as provided for in Clauses 24 and 25 hereunder.

**Bill of Quantities** means the priced and completed Bill of Quantities forming part of the Bid for an Admeasurement (Unit Price) Contract.

**Compensation Events** are those defined in Clause 44 hereunder.

**The Completion Date** is the date of completion of the Works as certified by the Project Manager, in accordance with Sub-Clause 55.1.

**The Contract** is the Contract between the Employer and the Contractor to execute, complete, and maintain the Works. It consists of the documents listed in Clause 2.3 below.

**The Contractor** is a person or corporate body whose Bid to carry out the Works has been accepted by the Employer.

**The Contractor's Bid** is the completed bidding document submitted by the Contractor to the Employer.

**The Contract Price** is the price stated in the Letter of Acceptance and thereafter as adjusted in accordance with the provisions of the Contract.

**Days** are calendar days; months are calendar months.

**Day-works** are varied work inputs subject to payment on a time basis for the Contractor's employees and Equipment, in addition to payments for associated Materials and Plant.

**A Defect** is any part of the Works not completed in accordance with the Contract.

**The Defects Liability Certificate** is the certificate issued by Project Manager upon correction of defects by the Contractor.

**The Defects Liability Period** is the period named in the Contract Data and calculated from the Completion Date.

**Drawings** include calculations and other information provided or approved by the Project Manager for the execution of the Contract.

**The Employer** is the party who employs the Contractor to carry out the Works.

**Equipment** is the Contractor's machinery and vehicles brought temporarily to the Site to construct the Works.

**The Initial Contract Price** is the Contract Price listed in the Employer's Letter of Acceptance.

**The Intended Completion Date** is the date on which it is intended that the Contractor shall complete the Works. The Intended Completion Date is specified in the Contract Data. The Intended Completion Date may be revised only by the Project Manager, following approval of the Employer, by issuing an approved extension of time or an acceleration order.

**Materials** are all supplies, including consumables, used by the Contractor for incorporation in the Works.

**Plant** is any integral part of the Works that shall have a mechanical, electrical, chemical, or biological function.

**The Project Manager** is the person named in the Contract Data (or any other competent person appointed by the Employer and notified to the Contractor, to act in replacement of the Project Manager) who is responsible for supervising the execution of the Works and administering the day-to-day operation of the Contract.

**The Site** is the area defined as such in the Contract Data.

**Site Investigation Reports** are those that were included in the bidding documents and are factual and interpretative reports about the surface and subsurface conditions at the Site.

**Specification** means the Specification of the Works included in the Contract and any modification or addition made or approved by the Project Manager.

**The Start Date** is given in the Contract Data. It is the latest date when the Contractor shall commence execution of the Works. It does not necessarily coincide with any of the Site Possession Dates.

**A Subcontractor** is a person or corporate body who has a Contract with the Contractor to carry out a part of the work in the Contract, which includes work on the Site.

**Temporary Works** are works designed, constructed, installed, and removed by the Contractor that are needed for construction or installation of the Works.

**A Variation** is an instruction given by the Project Manager which varies the Works.

**The Works** are what the Contract requires the Contractor to construct, install, and hand over to the Employer, as defined in the Contract Data.

## 2. Interpretation

2.1 In interpreting these Conditions of Contract, singular also means plural, male also means female or neuter, and the other way around. Headings have no significance. Words have their normal meaning under the language of the Contract unless specifically defined. The Project Manager will provide instructions clarifying queries about these Conditions of Contract.

2.2 If sectional completion is specified in the Contract Data, references in the Conditions of Contract to the Works, the Completion Date, and the Intended Completion Date apply to any Section of the Works (other than references to the Completion Date and Intended Completion Date for the whole of the Works).

2.3 The documents forming the Contract shall be interpreted in the following order of priority:

- (1) Agreement,
- (2) Letter of Acceptance,
- (3) Contractor's Bid,
- (4) Contract Data,
- (5) Conditions of Contract,
- (6) Specifications,
- (7) Drawings,
- (8) Bill of Quantities<sup>14</sup>, and
- (9) any other document listed in the Contract Data as forming part of the Contract.

## 3. Language and Law

3.1 The language of the Contract is English and the law governing the Contract is the law of the Republic of Sierra Leone unless otherwise stated in the Contract Data.

## 4. Project Manager's Decisions

4.1 Except where otherwise specifically stated, the Project Manager will decide contractual matters between the Employer and the Contractor in the role representing the Employer.

4.2 The Project Manager shall obtain specific approval from the Employer before carrying out any of his duties under the Contract which in the Project Manager's opinion will cause the total amount finally due under the Contract to exceed the Contract Price or will give entitlement to an extension of time. This requirement shall

---

<sup>14</sup> In lump sum contracts, delete "Bill of Quantities" and replace with "Activity Schedule".

be waived in an emergency affecting safety of personnel or the Works or adjacent property.

## **5. Delegation**

5.1 The Project Manager may delegate any of his duties and responsibilities to other people, except to the Adjudicator, after notifying the Contractor, and may cancel any delegation after notifying the Contractor.

## **6. Communications**

6.1 Communications between parties that are referred to in the Conditions shall be effective only when in writing. A notice shall be effective only when it is delivered.

## **7. Subcontracting**

7.1 The Contractor may subcontract with the approval of the Project Manager, but may not assign the Contract without the approval of the Employer in writing. Subcontracting shall not alter the Contractor's obligations.

## **8. Other Contractors**

8.1 The Contractor shall cooperate and share the Site with other contractors, public authorities, utilities, and the Employer between the dates given in the Schedule of Other Contractors, as referred to in the Contract Data. The Contractor shall also provide facilities and services for them as described in the Schedule. The Employer may modify the Schedule of Other Contractors, and shall notify the Contractor of any such modification.

## **9. Personnel**

9.1 The Contractor shall employ the key personnel named in the Schedule of Key Personnel, as referred to in the Contract Data, to carry out the functions stated in the Schedule or other personnel approved by the Project Manager. The Project Manager will approve any proposed replacement of key personnel only if their relevant qualifications and abilities are substantially equal to or better than those of the personnel listed in the Schedule.

9.2 If the Project Manager asks the Contractor to remove a person who is a member of the Contractor's staff or work force, stating valid reasons, the Contractor shall ensure that the person leaves the Site within seven days and has no further connection with the work in the Contract.

## **10. Employer's and Contractor's Risks**

10.1 The Employer carries the risks which this Contract states are Employer's risks, and the Contractor carries the risks which this Contract states are Contractor's risks.

## **11. Employer's Risks**

11.1 From the Start Date until the Defects Correction Certificate has been issued, the following are Employer's risks:

- (a) The risk of personal injury, death, or loss of or damage to property (excluding the Works, Plant, Materials, and Equipment), which are due to
  - (i) use or occupation of the Site by the Works or for the purpose of the Works, which is the unavoidable result of the Works or
  - (ii) negligence, breach of statutory duty, or interference with any legal right by the Employer or by any person employed by or contracted to him except the Contractor.
- (b) The risk of damage to the Works, Plant, Materials, and Equipment to the extent that it is due to a fault of the Employer or in the Employer's design, or due to war or radioactive contamination directly affecting the Republic of Sierra Leone.

11.2 From the Completion Date until the Defects Correction Certificate has been issued, the risk of loss of or damage to the Works, Plant, and Materials is an Employer's risk except loss or damage due to

- (a) a Defect which existed on the Completion Date,
- (b) an event occurring before the Completion Date, which was not itself an Employer's risk, or
- (c) the activities of the Contractor on the Site after the Completion Date.

## **12. Contractor's Risks**

12.1 From the Starting Date until the Defects Correction Certificate has been issued, the risks of personal injury, death, and loss of or damage to property (including, without limitation, the Works, Plant, Materials, and Equipment) which are not Employer's risks are Contractor's risks.

## **13. Insurance**

13.1 The Contractor shall provide, in the joint names of the Employer and the Contractor, insurance cover from the Start Date to the end of the Defects Liability Period, in the amounts stated in the Contract Data for the following events which are due to the Contractor's risks:

- (a) loss of or damage to the Works, Plant, and Materials;
- (b) loss of or damage to Equipment;
- (c) loss of or damage to property (except the Works, Plant, Materials, and Equipment) in connection with the Contract;
- (d) personal injury or death, and

- (e) any other insurance as specified in the Contract Data.

13.2 Policies and certificates for insurance shall be delivered by the Contractor to the Project Manager for the Project Manager's approval before the Start Date. All such insurance shall provide for compensation to be payable in the types and proportions of currencies required to rectify the loss or damage incurred.

13.3 If the Contractor does not provide any of the policies and certificates required, the Employer may effect the insurance which the Contractor should have provided and recover the premiums the Employer has paid from payments otherwise due to the Contractor or, if no payment is due, the payment of the premiums shall be a debt due to the Employer.

13.4 Alterations to the terms of an insurance shall not be made without the approval of the Project Manager.

13.5 Both parties shall comply with any conditions of the insurance policies.

#### **14. Site Investigation Reports**

14.1 The Contractor, in preparing the Bid, shall rely on any Site Investigation Reports referred to in the Contract Data, supplemented by any information available to the Bidder.

#### **15. Queries about the Contract Data**

15.1 The Project Manager will clarify queries on the Contract Data.

#### **16. Contractor to Construct the Works**

16.1 The Contractor shall construct and install the Works in accordance with the Specifications and Drawings.

#### **17. The Works to Be Completed by the Intended Completion Date**

17.1 The Contractor may commence execution of the Works on the Start Date and shall carry out the Works in accordance with the Program submitted by the Contractor, as updated with the approval of the Project Manager, and complete them by the Intended Completion Date.

#### **18. Approval by the Project Manager**

18.1 The Contractor shall submit Specifications and Drawings showing proposed Temporary Works to the Project Manager, who is to approve them if they comply with the Specifications and Drawings.

18.2 The Contractor shall be responsible for design of Temporary Works.

18.3 The Project Manager's approval shall not alter the Contractor's responsibility for design of Temporary Works.

18.4 The Contractor shall obtain approval of third parties to the design of Temporary Works, where required.

18.5 All Drawings prepared by the Contractor for the execution of the temporary or permanent Works, are subject to prior approval by the Project Manager before this use.

## **19. Safety**

19.1 The Contractor shall be responsible for the safety of all activities on the Site.

## **20. Discoveries**

20.1 Anything of historical or other interest or of significant value unexpectedly discovered on the Site shall be the property of the Employer. The Contractor shall notify the Project Manager of such discoveries and carry out the Project Manager's instructions for dealing with them.

## **21. Possession of the Site**

21.1 The Employer shall give possession of all parts of the Site to the Contractor. If possession of a part is not given by the date stated in the Contract Data, the Employer will be deemed to have delayed the start of the relevant activities, and this will be a Compensation Event.

## **22. Access to the Site**

22.1 The Contractor shall allow the Project Manager and any person authorised by the Project Manager access to the Site and to any place where work in connection with the Contract is being carried out or is intended to be carried out.

## **23. Instructions Inspection and Audits**

23.1 The Contractor shall carry out all instructions of the Project Manager providing they comply with the applicable laws of the Republic of Sierra Leone.

23.2 The Contractor shall permit the Government of Sierra Leone to inspect the Contractor's accounts and records relating to the performance of the Contract and to have them audited by auditors appointed by the Government, if so required by the Government.

## **24. Disputes**

24.1 If the Contractor believes that a decision taken by the Project Manager was either outside the authority given to the Project Manager by the Contract or that the decision was wrongly taken, the issue shall be referred to the Employer's Head of Entity for review. If an agreed resolution is not achieved within 14 days of the complaint by the Contractor, the issue shall be referred to the Adjudicator for decision.



## **25. Procedure for Disputes**

25.1 The Adjudicator shall give a decision in writing within 28 days of receipt of a notification of a dispute, providing he has been timely provided with all the relevant information.

25.2 The Adjudicator shall be paid by the hour at the rate specified in the Bidding Data and Contract Data, together with reimbursable expenses of the types specified in the Contract Data, and the cost shall be divided equally between the Employer and the Contractor, whatever decision is reached by the Adjudicator. Either party may refer a decision of the Adjudicator to an Arbitrator within 28 days of the Adjudicator's written decision. If neither party refers the dispute to arbitration within the above 28 days, the Adjudicator's decision will be final and binding.

25.3 The arbitration shall be conducted in accordance with the arbitration procedure published by the institution named and in the place shown in the Contract Data.

## **26. Replacement of Adjudicator**

26.1 Should the Adjudicator resign or die, or should the Employer and the Contractor agree that the Adjudicator is not functioning in accordance with the provisions of the Contract, a new Adjudicator will be jointly appointed by the Employer and the Contractor. In case of disagreement between the Employer and the Contractor, within 30 days, the Adjudicator shall be designated by the Appointing Authority designated in the Contract Data at the request of either party, within 14 days of receipt of such request.

## **B. Time Control**

### **27. Program**

27.1 Within the time stated in the Contract Data, the Contractor shall submit to the Project Manager for approval a Program showing the general methods, arrangements, order, and timing for all the activities in the Works.

27.2 An update of the Program shall be a program showing the actual progress achieved on each activity and the effect of the progress achieved on the timing of the remaining work, including any changes to the sequence of the activities.

27.3 The Contractor shall submit to the Project Manager for approval an updated Program at intervals no longer than the period stated in the Contract Data. If the Contractor does not submit an updated Program within this period, the Project Manager may withhold the amount stated in the Contract Data from the next payment certificate and continue to withhold this amount until the next payment after the date on which the overdue Program has been submitted.

27.4 The Project Manager's approval of the Program shall not alter the Contractor's obligations. The Contractor may revise the Program and submit it to the Project

Manager again at any time. A revised Program shall show the effect of Variations and Compensation Events.

## **28. Extension of the Intended Completion Date**

28.1 The Project Manager shall extend the Intended Completion Date if a Compensation Event occurs or a Variation is issued which makes it impossible for Completion to be achieved by the Intended Completion Date without the Contractor taking steps to accelerate the remaining work, which would cause the Contractor to incur additional cost. Approval of any such extension of time is subject to the provisions of Clause 4.2 herein.

28.2 The Project Manager shall decide whether and by how much to extend the Intended Completion Date within 21 days of the Contractor asking the Project Manager for a decision upon the effect of a Compensation Event or Variation and submitting full supporting information. If the Contractor has failed to give early warning of a delay or has failed to cooperate in dealing with a delay, the delay by this failure shall not be considered in assessing the new Intended Completion Date.

## **29. Acceleration**

29.1 When the Employer wants the Contractor to finish before the Intended Completion Date, the Project Manager will obtain priced proposals for achieving the necessary acceleration from the Contractor. If the Employer accepts these proposals, the Intended Completion Date will be adjusted accordingly and confirmed by both the Employer and the Contractor.

29.2 If the Contractor's priced proposals for acceleration are accepted by the Employer, they are incorporated in the Contract Price and treated as a Variation.

## **30. Delays Ordered by the Project Manager**

30.1 The Project Manager may instruct the Contractor to delay the start or progress of any activity within the Works.

## **31. Management Meetings**

31.1 Either the Project Manager or the Contractor may require the other to attend a management meeting. The business of a management meeting shall be to review the plans for remaining work and to deal with matters raised in accordance with the early warning procedure.

31.2 The Project Manager shall record the business of management meetings and provide copies of the record to those attending the meeting and to the Employer. The responsibility of the parties for actions to be taken shall be decided by the Project Manager either at the management meeting or after the management meeting and stated in writing to all who attended the meeting.

## **32. Early Warning**

32.1 The Contractor shall warn the Project Manager at the earliest opportunity of specific likely future events or circumstances that may adversely affect the quality of the work, increase the Contract Price, or delay the execution of the Works. The

Project Manager may require the Contractor to provide an estimate of the expected effect of the future event or circumstance on the Contract Price and Completion Date. The estimate shall be provided by the Contractor as soon as reasonably possible.

32.2 The Contractor shall cooperate with the Project Manager in making and considering proposals for how the effect of such an event or circumstance can be avoided or reduced by anyone involved in the work and in carrying out any resulting instruction of the Project Manager.

## **C. Quality Control**

### **33. Identifying Defects**

33.1 The Project Manager shall check the Contractor's work and notify the Contractor of any Defects that are found. Such checking shall not affect the Contractor's responsibilities. The Project Manager may instruct the Contractor to search for a Defect and to uncover and test any work that the Project Manager considers may have a Defect.

### **34. Tests**

34.1 If the Project Manager instructs the Contractor to carry out a test not specified in the Specification to check whether any work has a Defect and the test shows that it does, the Contractor shall pay for the test and any samples. If there is no Defect, the test shall be a Compensation Event.

### **35. Correction of Defects**

35.1 The Project Manager shall give notice to the Contractor of any Defects before the end of the Defects Liability Period, which begins at Completion, and is defined in the Contract Data. The Defects Liability Period shall be extended for as long as Defects remain to be corrected.

35.2 Every time notice of a Defect is given, the Contractor shall correct the notified Defect within the length of time specified by the Project Manager's notice.

### **36. Uncorrected Defects**

36.1 If the Contractor has not corrected a Defect within the time specified in the Project Manager's notice, the Project Manager will assess the cost of having the Defect corrected, and the Contractor will pay this amount.

## D. Cost Control

### 37. Bill of Quantities<sup>15</sup>

37.1 The Bill of Quantities shall contain items for the construction, installation, testing, and commissioning work to be done by the Contractor.

37.2 The Bill of Quantities is used to calculate the Contract Price. The Contractor is paid for the quantity of the work done at the rate in the Bill of Quantities for each item.

### 38. Changes in the Quantities<sup>16</sup>

38.1 If the final quantity of the work done exceeds or falls short of the quantity set out in the Bill of Quantities for the particular item by more than 25 percent, provided the change exceeds 1 percent of the Initial Contract Price, the Project Manager shall adjust the rate or price to allow for the change subject to the provisions of Clause 4.2 herein.

38.2 The Project Manager shall not adjust rates from changes in quantities if thereby the Initial Contract Price is exceeded by more than 10 percent, except with the prior written approval of the Employer.

38.3 If requested by the Project Manager, the Contractor shall provide the Project Manager with a detailed cost breakdown of any rate in the Bill of Quantities.

### 39. Variations

39.1 All Variations shall be included in updated Programs<sup>17</sup> produced by the Contractor.

### 40. Payments for Variations

40.1 The Contractor shall provide the Project Manager with a quotation for carrying out the Variation when requested to do so by the Project Manager. The Project Manager shall assess the quotation, which shall be given within seven days of the request or within any longer period stated by the Project Manager and before the Variation is ordered.

---

<sup>15</sup> In lump sum contracts, delete "Bill of Quantities" and replace with "Activity Schedule," and replace Sub-Clauses 37.1 and 37.2, as follows:

37.1 The Contractor shall provide updated Activity Schedules within 14 days of being instructed to by the Project Manager. The activities on the Activity Schedule shall be coordinated with the activities on the Program.

37.2 The Contractor shall show delivery of Materials to the Site separately on the Activity Schedule if payment for Materials on Site shall be made separately.

<sup>16</sup> In lump sum contracts, delete "Bill of Quantities" and replace with "Activity Schedule," and replace entire Clause 38 with new Sub-Clause 38.1, as follows:

38.1 The Activity Schedule shall be amended by the Contractor to accommodate changes of Program or method of working made at the Contractor's own discretion. Prices in the Activity Schedule shall not be altered when the Contractor makes such changes to the Activity Schedule.

<sup>17</sup> In lump sum contracts, add "and Activity Schedules" after "Programs".

40.2 If the work in the Variation corresponds with an item description in the Bill of Quantities and if, in the opinion of the Project Manager, the quantity of work above the limit stated in Sub-Clause 38.1 or the timing of its execution do not cause the cost per unit of quantity to change, the rate in the Bill of Quantities shall be used to calculate the value of the Variation. If the cost per unit of quantity changes, or if the nature or timing of the work in the Variation does not correspond with items in the Bill of Quantities, the quotation by the Contractor shall be in the form of new rates for the relevant items of work.

40.3 If the Contractor's quotation is unreasonable, the Project Manager may order the Variation and recommend to the Employer a change to the Contract Price, which shall be based on the Project Manager's own forecast of the effects of the Variation on the Contractor's costs.

40.4 If the Project Manager decides that the urgency of varying the work would prevent a quotation being given and considered without delaying the work, no quotation shall be given and the Variation shall be treated as a Compensation Event.

40.5 The Contractor shall not be entitled to additional payment for costs that could have been avoided by giving early warning.

#### **41. Cash Flow Forecasts**

41.1 When the Program<sup>18</sup> is updated, the Contractor shall provide the Project Manager with an updated cash flow forecast. The cash flow forecast shall include different currencies, as defined in the Contract, converted as necessary using the Contract exchange rates.

#### **42. Payment Certificates**

42.1 The Contractor shall submit to the Project Manager monthly statements of the estimated value of the work executed less the cumulative amount certified previously.

42.2 The Project Manager shall check the Contractor's monthly statement and certify the amount to be paid to the Contractor.

42.3 The value of work executed shall be determined by the Project Manager.

42.4 The value of work executed shall comprise the value of the quantities of the items in the Bill of Quantities completed.<sup>19</sup>

42.5 The value of work executed shall include the valuation of Variations and Compensation Events.

---

<sup>18</sup> In lump sum contracts, add "or Activity Schedule" after "Program".

<sup>19</sup> In lump sum contracts, replace this paragraph with the following: "The value of work executed shall comprise the value of completed activities in the Activity Schedule."

42.6 The Project Manager may exclude any item certified in a previous certificate or reduce the proportion of any item previously certified in any certificate in the light of later information.

#### **43. Payments**

43.1 Payments shall be adjusted for deductions for advance payments and retention. The Employer shall pay the Contractor the amounts certified by the Project Manager within 45 days of the date of each certificate. If the Employer makes a late payment, the Contractor shall be entitled to claim interest on the late payment at the rate stated in the Contract Data.

43.2 If an amount certified is increased in a later certificate or as a result of an award by the Adjudicator or an Arbitrator, the Contractor shall be entitled to claim interest upon the delayed payment as set out in this clause. Interest shall be calculated from the date upon which the increased amount would have been certified in the absence of dispute.

43.3 Unless otherwise stated, all payments and deductions will be paid or charged in the proportions of currencies comprising the Contract Price.

43.4 Items of the Works for which no rate or price has been entered in will not be paid for by the Employer and shall be deemed covered by other rates and prices in the Contract.

#### **44. Compensation Events**

44.1 The following shall be Compensation Events:

- (a) The Employer does not give access to a part of the Site by the Site Possession Date stated in the Contract Data.
- (b) The Employer modifies the Schedule of Other Contractors in a way that affects the work of the Contractor under the Contract.
- (c) The Project Manager orders a delay or does not issue Drawings, Specifications, or instructions required for execution of the Works on time.
- (d) The Project Manager instructs the Contractor to uncover or to carry out additional tests upon work, which is then found to have no Defects.
- (e) The Project Manager unreasonably does not approve a subcontract to be let.
- (f) Ground conditions are substantially more adverse than could reasonably have been assumed before issue of the Letter of Acceptance from the information issued to bidders (including the Site Investigation Reports), from information available publicly and from a visual inspection of the Site.

- (g) The Project Manager gives an instruction for dealing with an unforeseen condition, caused by the Employer, or additional work required for safety or other reasons.
- (h) Other contractors, public authorities, utilities, or the Employer do not perform work within the dates and other constraints stated in the Contract, and they cause delay or extra cost to the Contractor.
- (i) The advance payment is delayed.
- (j) The effects on the Contractor of any of the Employer's Risks.
- (k) The Project Manager or Employer unreasonably delays issuing a Certificate of Completion.
- (l) Other Compensation Events described in the Contract or determined by the Project Manager shall apply.

44.2 If a Compensation Event would cause additional cost or would prevent the work being completed before the Intended Completion Date, the Contract Price shall be increased and/or the Intended Completion Date shall be extended. The Project Manager shall decide whether and by how much the Contract Price shall be increased and whether and by how much the Intended Completion Date shall be extended.

44.3 As soon as information demonstrating the effect of each Compensation Event upon the Contractor's forecast cost has been provided by the Contractor, it shall be assessed by the Project Manager, and the Contract Price shall be adjusted accordingly following approval by the Employer. If the Contractor's forecast is deemed unreasonable, the Project Manager shall recommend adjustment of the Contract Price based on the Project Manager's own forecast. The Project Manager will assume that the Contractor will react competently and promptly to the event.

44.4 The Contractor shall not be entitled to compensation to the extent that the Employer's interests are adversely affected by the Contractor's not having given early warning or not having cooperated with the Project Manager.

#### **45. Tax**

45.1 The Employer shall adjust the Contract Price on the recommendation of the Project Manager if taxes, duties, and other levies are changed within the Republic of Sierra Leone between the date 28 days before the submission of bids for the Contract and the date of the final Completion certificate. The adjustment shall be the change in the amount of tax payable by the Contractor, provided such changes are not already reflected in the Contract Price or are a result of Clause 47.

**46. Currencies**

46.1 Where payments are made in currencies other than Leones, the exchange rates used for calculating the amounts to be paid shall be the exchange rates stated in the Contractor's Bid.

**47. Price Adjustment**

47.1 Prices shall be adjusted for fluctuations in the cost of inputs only if provided for and in the manner detailed in the Contract Data. If so provided, the amounts certified in each payment certificate shall be adjusted in accordance with the price adjustment provisions given in the Contract Data.

**48. Retention**

48.1 The Employer shall retain from each payment due to the Contractor the retention percentage stated in the Contract Data until Completion of the whole of the Works.

48.2 On completion of the whole of the Works, half of the total amount retained shall be repaid to the Contractor and half when the Defects Liability Period has passed and the Project Manager has certified that all Defects notified by the Project Manager to the Contractor before the end of this period have been corrected.

48.3 On completion of the whole Works, the Contractor may substitute retention money with an "on demand" Bank guarantee.

**49. Liquidated Damages**

49.1 The Contractor shall pay liquidated damages to the Employer at the rate per day stated in the Contract Data for each day that the Completion Date is later than the Intended Completion Date. The total amount of liquidated damages shall not exceed the amount defined in the Contract Data. The Employer may deduct liquidated damages from payments due to the Contractor. Payment of liquidated damages shall not affect the Contractor's liabilities.

49.2 If the Intended Completion Date is extended after liquidated damages have been paid, the Project Manager shall correct any overpayment of liquidated damages by the Contractor by adjusting the next payment certificate. The Contractor shall be paid interest on the overpayment, calculated from the date of payment to the date of repayment, at the rates specified in Sub-Clause 43.1.

**50. Bonus**

50.1 Unless otherwise stated in the Contract Data, the Contractor shall not be paid a bonus for early completion of the Works.

**51. Advance Payment**

51.1 The Employer shall make advance payment to the Contractor of the amounts stated in the Contract Data by the date stated in the Contract Data, against provision by the Contractor of an Unconditional Bank Guarantee in a form and by a bank acceptable to the Employer in amounts and currencies equal to the advance payment.



The Guarantee shall remain effective until the advance payment has been repaid, but the amount of the Guarantee shall be progressively reduced by the amounts repaid by the Contractor. Interest will not be charged on the advance payment.

51.2 The Contractor is to use the advance payment only to pay for Equipment, Plant, Materials, and mobilisation expenses required specifically for execution of the Contract. The Contractor shall demonstrate that advance payment has been used in this way by supplying copies of invoices or other documents to the Project Manager.

51.3 The advance payment shall be repaid by deducting proportionate amounts from payments otherwise due to the Contractor, following the schedule of completed percentages of the Works on a payment basis. No account shall be taken of the advance payment or its repayment in assessing valuations of work done, Variations, price adjustments, Compensation Events, Bonuses, or Liquidated Damages.

## **52. Securities**

52.1 The Performance Security in the form of an unconditional Bank Guarantee given in the bidding documents shall be provided to the Employer no later than the date specified in the Letter of Acceptance. The Bank Guarantee shall be issued either (a) by a bank located in the Republic of Sierra Leone or a foreign bank through a correspondent bank located in the Republic of Sierra Leone, or (b) with the agreement of the Employer directly by a foreign bank acceptable to the Employer. The Guarantee shall be denominated in the types and proportions of the currencies in which the Contract Price is payable. The Performance Security shall be valid until a date 28 days after the date of issue of the Certificate of Completion.

## **53. Day-works**

53.1 If applicable, the Day-works rates in the Contractor's Bid shall be used for small additional amounts of work only when the Project Manager has given written instructions in advance for additional work to be paid for in that way.

53.2 All work to be paid for as Day-works shall be recorded by the Contractor on forms approved by the Project Manager. Each completed form shall be verified and signed by the Project Manager within two days of the work being done.

53.3 The Contractor shall be paid for Day-works subject to obtaining signed Day-works forms.

## **54. Cost of Repairs**

54.1 Loss or damage to the Works or Materials to be incorporated in the Works between the Start Date and the end of the Defects Correction periods shall be remedied by the Contractor at the Contractor's cost if the loss or damage arises from the Contractor's acts or omissions.

## E. Finishing the Contract

### 55. Completion

55.1 The Contractor shall request the Project Manager to issue a certificate of Completion of the Works, and the Project Manager will do so upon both the Project Manager and the Employer deciding that the work is completed.

### 56. Taking Over

56.1 The Employer shall take over the Site and the Works within seven days of the issue of a Certificate of Completion.

### 57. Final Account

57.1 The Contractor shall supply the Project Manager with a detailed account of the total amount that the Contractor considers payable under the Contract before the end of the Defects Liability Period. The Project Manager shall issue a Defects Liability Certificate and certify any final payment that is due to the Contractor within 56 days of receiving the Contractor's account if it is correct and complete. If it is not, the Project Manager shall issue within 56 days a schedule that states the scope of the corrections or additions that are necessary. If the Final Account is still unsatisfactory after it has been resubmitted, the Project Manager shall decide on the amount payable to the Contractor and issue a payment certificate.

### 58. Operating and Maintenance Manuals

58.1 If "as built" Drawings and/or operating and maintenance manuals are required, the Contractor shall supply them by the dates stated in the Contract Data.

58.2 If the Contractor does not supply the Drawings and/or manuals by the dates stated in the Contract Data, or they do not receive the Project Manager's approval, the Project Manager shall withhold the amount stated in the Contract Data from payments due to the Contractor.

### 59. Termination

59.1 The Employer or the Contractor may terminate the Contract if the other party causes a fundamental breach of the Contract.

59.2 Fundamental breaches of Contract shall include, but shall not be limited to, the following:

- (a) the Contractor stops work for 28 days when no stoppage of work is shown on the current Program and the stoppage has not been authorised by the Project Manager;
- (b) the Project Manager instructs the Contractor to delay the progress of the Works, and the instruction is not withdrawn within 28 days;
- (c) the Employer or the Contractor is made bankrupt or goes into liquidation other than for a reconstruction or amalgamation;

- (d) a payment certified by the Project Manager is not paid by the Employer to the Contractor within 90 days of the date of the Project Manager's certificate;
- (e) the Project Manager gives Notice that failure to correct a particular Defect is a fundamental breach of Contract and the Contractor fails to correct it within a reasonable period of time determined by the Project Manager;
- (f) the Contractor does not maintain a Security, which is required; and
- (g) at any time during the Contract, the Contractor has delayed the completion of the Works, as measured by the Program, by the number of days for which the maximum amount of liquidated damages can be paid, as defined in the Contract Data.
- (h) if the Contractor, in the judgement of the Employer has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

For the purpose of this paragraph: "corrupt practice" means the offering, giving, receiving or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution. "fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Borrower, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Borrower of the benefits of free and open competition.

59.3 When either party to the Contract gives notice of a breach of Contract to the Project Manager for a cause other than those listed under Sub-Clause 59.2 above, the Project Manager shall decide whether the breach is fundamental or not.

59.4 Notwithstanding the above, the Employer may terminate the Contract for convenience.

59.5 If the Contract is terminated, the Contractor shall stop work immediately, make the Site safe and secure, and leave the Site as soon as reasonably possible.

## **60. Payment upon Termination**

60.1 If the Contract is terminated because of a fundamental breach of Contract by the Contractor, the Project Manager shall issue a certificate for the value of the work done and Materials ordered less advance payments received up to the date of the issue of the certificate and less the percentage to apply to the value of the work not completed, as indicated in the Contract Data. Additional Liquidated Damages shall not apply. If the total amount due to the Employer exceeds any payment due to the Contractor, the difference shall be a debt payable to the Employer.

60.2 If the Contract is terminated for the Employer's convenience or because of a fundamental breach of Contract by the Employer, the Project Manager shall issue a

certificate for the value of the work done, Materials ordered, the reasonable cost of removal of Equipment, repatriation of the Contractor's personnel employed solely on the Works, and the Contractor's costs of protecting and securing the Works, and less advance payments received up to the date of the certificate.

### **61. Property**

61.1 All Materials on the Site, Plant, Equipment, Temporary Works, and Works shall be deemed to be the property of the Employer if the Contract is terminated because of the Contractor's default.

### **62. Release from Performance**

62.1 If the Contract is frustrated by the outbreak of war or by any other event of force majeure entirely outside the control of either the Employer or the Contractor, the Project Manager shall certify that the Contract has been frustrated. The Contractor shall make the Site safe and stop work as quickly as possible after receiving this certificate and shall be paid for all work carried out before receiving it and for any work carried out afterwards to which a commitment was made.

Pay No Bills

## Section VI. Contract Data

- CC Clause 1.1** **Contract:** The name and Procurement Number of the Contract are *[insert name and number as indicated in the Invitation for Bids]*.
- Contractor:** The Contractor is *[Name and address of Contractor]*.
- Defects Liability Period:** The Defects liability Period is *[days/months]*.
- Employer:** The Employer is *[Name of procuring Employer/Entity, address, and name of authorised representative]*.
- Intended Completion Date:** The Intended Completion Date for the whole of the Works shall be *[insert date]*. *[If different dates are specified for completion of the Works by section (“sectional completion”), these dates should be listed here.]*
- Project Manager:** The Project Manager is *[full name and address]*.
- Site:** The Site is located at *[location]* and is defined in drawings Nos: *[insert numbers]*
- Start Date:** The Start Date shall be *[insert date]*.
- Works:** The Works consist of *[brief summary description of the Works, including relationship to other contracts under the Project]*.
- CC Clause 2.3(9)** The following documents also form part of the Contract: *[list documents e.g. Schedule of Operating and Maintenance Manuals – see CC 58; Schedule of Other Contractors – See CC 8; The Schedule of Key Personnel – CC 9; Site Investigation Reports – see CC 14, etc]*
- CC Clause 3.1** *[State language of the Contract if not English and the governing law if not that of the Republic of Sierra Leone, otherwise delete this paragraph.]*
- CC Clause 8.1** The Schedule of Other Contractors attached at Appendix *[appendix number]* shall form part of the Contract.
- CC Clause 9.1** The Schedule of Key Personnel attached at Appendix *[appendix number]* shall form part of the Contract.
- CC Clause 13.1** The minimum insurance covers shall be:
- (a) The minimum insurance cover for the loss of or damage to the Works, Plant and Materials shall be *[insert amount in*

*Leones and an equivalent in a foreign currency, usually 110% of the value of the Works] with a maximum deductible of [insert amount in Leones and an equivalent in a foreign currency].*

- (b) The minimum insurance cover for loss or damage to Equipment is *[amount in Leones and an equivalent in a foreign currency]* with a maximum deductible of *[amount]*
- (c) The minimum insurance cover for loss or damage to property (except the Works, Plant, Materials and Equipment) is *[amount in Leones and an equivalent in a foreign currency]* with no deductible
- (d) The minimum insurance cover for personal injury or death is *[amount in Leones and an equivalent in a foreign currency]* with no deductible
- (e) In addition the Contractor shall be required to provide all insurance cover as required by the laws and regulations of the Republic of Sierra Leone

**CC Clause 14.1** The following Site Investigation Reports attached at Appendix *[appendix number]* shall form part of the Contract:  
*[give list and identifying details]*

**CC Clause 21.1** The Site Possession Date shall be *[date]*. *[If the Site is made available by section, the different dates should be listed here.]*

**CC Clause 25.2** Fees and types of reimbursable expenses to be paid to the Adjudicator: *[list fee and expenses rates]*.

**CC Clause 25.3** Arbitration will be conducted under the rules and regulations of *[name of institution]*.

Arbitration shall take place at *[location e.g. Freetown, Sierra Leone]*

**CC Clause 26.1** Appointing Authority for the Adjudicator is: *[name of Authority e.g. The Institute of Engineers of Sierra Leone]*.

**CC Clause 27.1** The Contractor shall submit a revised Program for the Works within *[number]* days of delivery of the Letter of Acceptance.

**CC Clause 27.3** The period between Program updates shall be *[number]* days.

The amount to be withheld for late submission of an updated Program is *[amount]*.

- CC Clause 35.1** The Defects Liability Period is *[number]* days.
- CC Clause 43.1** Interest on late payments on the Leone component shall be *[insert interest rate]*. Interest on late payments on the foreign currency component shall be *[insert interest rate]*.
- CC Clause 44.1(I)** The following events shall also be Compensation Events: *[list any additional events not listed in Conditions of Contract Clause 44.1]*
- CC Clause 47.1** The Contract *[specify "is" or "is not"]* subject to price adjustment in accordance with Clause 47 of the Conditions of Contract, and the following information regarding method of adjustment *[specify "does" or "does not"]* apply.  
Price adjustment shall be based on basic prices for labour, cement, aggregates, structural steel, reinforcing steel, bitumen, fuel etc submitted at time of bid and verified and accepted by the Employer, The Contract Price shall be adjusted to reflect the variations between the base unit price and actual prices for labour and material actually used for the performance of the contract and verified by the Project Manager.
- CC Clause 48.1** The proportion of payments retained is *[percent]* percent.
- CC Clause 49.1** The liquidated damages for the whole of the Works shall be *[percentage of the final Contract Price]* per day.  
  
The maximum amount of liquidated damages for the whole of the Works shall be *[percent]* percent of the final Contract Price.
- CC Clause 51.1** The Advance Payment will be *[insert amount in Leones or as a percentage of the contract value]* and will be paid to the Contractor no later than *[insert date]*.
- CC Clause 52.1** The Performance Security shall be for a minimum amount equivalent to 10 percent of the Contract Price:  
  
The Performance Security shall be an Unconditional Bank Guarantee in the form presented in Section 10 of the Bidding Document.
- CC Clause 58.1** The date by which "as built" drawings are required is *[date]*.  
  
The date by which operating and maintenance manuals are required is *[date]*.
- CC Clause 58.2** The amount to be withheld for failure to deliver "as built" drawings and/or operating and maintenance manuals by the date required is *[amount in Leones]*.

**CC 60.1**

The percentage to apply to the value of the work not completed, representing the Employer's additional cost for completing the Works, is *[percent]*.

**Pay No Bribe**



## Section VII. Specifications

Insert detailed specifications or issue as a separate volume

**Pay No Bribe**

## Section VIII. Drawings

*Insert here a list of Drawings. The actual Drawings, including site plans, should be attached to this section or annexed in a separate folder.*

**Pay No Bribe**

## Section IX. Bill of Quantities<sup>20</sup>

Insert the Bill of Quantities or Activity Schedule.

**Pay No Bribe**

---

<sup>20</sup> In lump sum contracts, delete “Bill of Quantities” and replace with “Schedule of Activities”.

## Section X. Bid, Performance and Advance Payment Security Forms

### Notes on Forms of Securities

Samples of acceptable forms of Bid, Performance, and Advance Payment Securities are annexed. Bidders should not complete the Performance and Advance Payment Security forms at this time. Only the successful Bidder will be required to provide Performance and Advance Payment Securities in accordance with the form acceptable to the Employer. Eligibility and Qualification form must be completed and signed by the Bidder.

<b>Annex A Form: Bid Security (Bank Guarantee).....</b>	<b>77</b>
<b>Annex B Form: Performance Security - Unconditional Bank Guarantee.....</b>	<b>78</b>
<b>Annex C Form: Bank Guarantee for Advance Payment .....</b>	<b>79</b>
<b>Annex D Form: Eligibility and Qualification .....</b>	<b>80</b>
<b>Annex E Form: Integrity Pact.....</b>	<b>82</b>
<b>Annex F Form: Declaration of Conflict of Interest.....</b>	<b>84</b>

## Annex A Form: Bid Security (Bank Guarantee)

Whereas, *[name of Bidder]* (hereinafter called "the Bidder") has submitted his Bid dated *[date]* for the construction of *[name of Contract and procurement Number]* (hereinafter called "the Bid").

Know all people by these presents that We *[name of Bank]* of *[name of country]* having our registered office at *[address]* (hereinafter called "the Bank") are bound unto name of Employer] (hereinafter called "the Employer") in the sum of *[amount]*<sup>21</sup> for which payment well and truly to be made to the said Employer, the Bank binds itself, its successors, and assigns by these presents.

Sealed with the Common Seal of the said Bank this *[day]* day of *[month]*, *[year]*.

The conditions of this obligation are:

- (1) If, after Bid opening, the Bidder withdraws his Bid during the period of Bid validity specified in the Form of Bid; or
- (2) If the Bidder having been notified of the acceptance of his Bid by the Employer during the period of Bid validity:
  - (a) fails or refuses to execute the Form of Agreement in accordance with the Instructions to Bidders, if required; or
  - (b) fails or refuses to furnish the Performance Security, in accordance with the Instruction to Bidders; or
  - (c) does not accept the correction of the Bid Price pursuant to Clause 27,

we undertake to pay to the Employer up to the above amount upon receipt of his first written demand, without the Employer's having to substantiate his demand, provided that in his demand the Employer will note that the amount claimed by him is due to him owing to the occurrence of one or any of the three conditions, specifying the occurred condition or conditions.

This Guarantee will remain in force up to and including *[date]* the date 28 days after the deadline for submission of bids as stated in the Instructions to Bidders or as it may be extended by the Employer, notice of which extension(s) to the Bank is hereby waived. Any demand in respect of this Guarantee should reach the Bank not later than the above date.

Date \_\_\_\_\_ Signature of the Bank \_\_\_\_\_

Witness \_\_\_\_\_ Seal \_\_\_\_\_

\_\_\_\_\_  
*[signature, name, and address]*

<sup>21</sup> The Bidder should insert the amount of the Guarantee in words and figures denominated in Leones or an equivalent amount in a freely convertible currency. This figure should be the same as shown in Clause 16.1 of the Instructions to Bidders.

## Annex B Form: Performance Security - Unconditional Bank Guarantee

To: *[name and address of Employer]*

Whereas *[name and address of Contractor]* (hereinafter called "the Contractor") has undertaken, in pursuance of Contract No. *[procurement number]* dated *[date]* to execute *[name and Procurement Number of Contract and brief description of Works]* (hereinafter called "the Contract");

And whereas it has been stipulated by you in the said Contract that the Contractor shall furnish you with a Bank Guarantee by a recognised bank for the sum specified therein as security for compliance with his obligations in accordance with the Contract;

And whereas we have agreed to give the Contractor such a Bank Guarantee;

Now therefore we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Contractor, up to a total of *[amount of Guarantee]* *[amount in words]*,<sup>22</sup> such sum being payable in the types and proportions of currencies in which the Contract Price is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of *[amount of Guarantee]* as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Contractor before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the Contract or of the Works to be performed thereunder or of any of the Contract documents which may be made between you and the Contractor shall in any way release us from any liability under this Guarantee, and we hereby waive notice of any such change, addition, or modification.

This Guarantee shall be valid until a date 90 days from the date of issue of the Certificate of Completion.

Signature and seal of the Guarantor \_\_\_\_\_

Name of Bank \_\_\_\_\_

Address \_\_\_\_\_

Date \_\_\_\_\_

---

<sup>22</sup> An amount is to be inserted by the Guarantor, representing the percentage of the Contract Price specified in the Contract, and denominated either in the currency(ies) of the Contract or in a freely convertible currency acceptable to the Employer.

## Annex C Form: Bank Guarantee for Advance Payment

To: *[name and address of Employer]*

*[name and Procurement Number of Contract]*

Gentlemen:

In accordance with the provisions of the Conditions of Contract, Clause 51 (“Advance Payment”) of the above-mentioned Contract, *[name and address of Contractor]* (hereinafter called “the Contractor”) shall deposit with *[name of Employer]* a Bank Guarantee to guarantee his proper and faithful performance under the said Clause of the Contract in an amount of *[amount of Guarantee] [amount in words]*.<sup>23</sup>

We, the *[Bank or Financial Institution]*, as instructed by the Contractor, agree unconditionally and irrevocably to guarantee as primary obligator and not as Surety merely, the payment to *[name of Employer]* on his first demand without whatsoever right of objection on our part and without his first claim to the Contractor, in the amount not exceeding *[amount of Guarantee] [amount in words]*.<sup>24</sup>

We further agree that no change or addition to or other modification of the terms of the Contract or of Works to be performed thereunder or of any of the Contract documents which may be made between *[name of Employer]* and the Contractor, shall in any way release us from any liability under this Guarantee, and we hereby waive notice of any such change, addition, or modification.

This Guarantee shall remain valid and in full effect from the date of the advance payment under the Contract until *[name of Employer]* receives full repayment of the same amount from the Contractor.

Yours truly,

Signature and seal: \_\_\_\_\_

Name of Bank: \_\_\_\_\_

Address: \_\_\_\_\_

Date: \_\_\_\_\_

<sup>23</sup> An amount is to be inserted by the Bank or Financial Institution representing the amount of the Advance Payment, and denominated either in the currency(ies) of the Advance Payment as specified in the Contract, or in a freely convertible currency acceptable to the Employer.

<sup>24</sup> An amount is to be inserted by the Bank or Financial Institution representing the amount of the Advance Payment, and denominated either in the currency(ies) of the Advance Payment as specified in the Contract, or in a freely convertible currency acceptable to the Employer.

## Annex D Form: Eligibility and Qualification

**Bidder is to confirm with a tick [✓] in each box on the right that the statement is true and sign and date the form where indicated.**

<b>2.1 Eligibility</b>		
2.1.2 Conflict of Interest	I confirm that there is no conflict of interests	
2.1.3 Ineligibility	Neither I [nor my Joint Venture Partners] have been declared ineligible	
<b>2.2 Historical Contract Non-performance</b>		
2.2.1 History of Non-performing contracts	Non-performance of a contract has not occurred within the last [ ] years prior to the deadline for application submission, based on all information on fully settled disputes or litigation.	
2.2.2 Failure to sign contract	I have not failed to sign a contract and/or failed to provide performance security for [ ] years	
2.2.3 Pending Litigation	All pending litigation shall in total not represent more than [ ] percent [ ]% of my net worth and shall be treated as resolved against me.	
<b>2.3 Financial Situation</b>		
2.3.1 Historical Financial Performance	Submission of audited balance sheets [or other financial statements acceptable to the Purchaser,] for the last [ ] years to demonstrate the current soundness of the my financial position and prospective long term profitability.	
2.3.2 Average Annual Turnover	Minimum average annual turnover of [Le ], calculated as total certified payments received for contracts in progress or completed, within the last [ ] years	
2.3.3 Financial Resources	I confirm that I have access to, or availability of, financial resources such as liquid assets, unencumbered real assets, lines of credit, and other financial means, other than any contractual advance payments to meet: (i) the following cash-flow requirement: [Le.....] and (ii) the overall cash flow requirements for this contract and its current commitments.	
<b>2.4 Experience</b>		
2.4.1	I confirm that I have experience as Contractor, in at least [ ] contracts within the last [ ] years, each with a value of at least [ Le ] that have been successfully and substantially completed and that are similar to the proposed Works.	
2.4.2 Specific Experience	(a) Participation as contractor, management contractor, or sub-contractor, in at least [ ] contracts within the last [ ] years, each with a value of at least [ ], that have been successfully and substantially completed and that are similar to the proposed Works. The similarity shall be based on the physical size, complexity, methods technology as described in Section IV, Standard Forms.	



	b) For the above or other contracts executed during the period stipulated in 2.4.2(a) above, a minimum experience in the following key activities: [...] [...]	
--	--	--

The statements in this form are true and accurately reflect my eligibility and qualification.

Signed ..... Name .....Date .....

**Pay No Bribe**

**Annex E Form: Integrity Pact**

**This Integrity Pact** is entered into on the ..... day of ..... in the Year of Our Lord Two Thousand and ..... Between

\_\_\_\_\_ hereinafter referred to as “(Purchaser)”,  
and

\_\_\_\_\_ hereinafter referred to as “(Supplier)”

**Preamble**

Whereas “the Parties” are cognizant of the scourge of corruption and its negative effects on the development of a country and are aware also of the immense benefits which doing business in a corruption free environment holds for their individual businesses as well as for the country as a whole

**AND Whereas** corruption and corrupt practices in the form of procurement violations particularly conflict of interest have been identified as an area for immediate and targeted attention in the relationship between the public service and the private sector

**AND Whereas** the parties now wish to further commit themselves to actions which will promote a corruption free business environment including full compliance with all relevant laws, rules and regulations which may currently be in force relating to anti-corruption and good business practices in line with the Anti-Corruption Act, 2008 and other government initiatives relating to the private sector in Sierra Leone

The Parties hereby commit themselves and pledge as follows:

1. To maintain a strict and unwavering adherence to good business practices in the execution of all their undertakings.
2. To take all measures necessary to prevent corruption in their mutual and other dealings.
3. To observe and implement recommendations, instructions or directives from the Anti-Corruption Commission made pursuant to the Anti-Corruption Act 2008.
4. To uphold implement and maintain a No bribery policy in the conduct of their transactions.

**Reporting violations**

5. To promptly inform the Anti-Corruption Commission of any employee, agent, representative or an associate, whether its own or of the other Party, who conduct may constitute corruption, or is likely to engender corruption or corrupt practices.

**Conflict of Interest**

6. To actively guard against Conflict of Interest including situations when an employee or staff's interest may interfere with the interests of the enterprise/organization to which he/she is employed.
7. To insist that employees or staff shall disclose to the enterprise/organization any situation that reasonably would be expected to give rise to a conflict of interest or the appearance of the same.
8. To ensure that employees or staff obtain approval prior to accepting any position to serve on a board of directors, an advisory board or on a committee of any entity.
9. That no employee/staff may obtain any personal material benefit or favour because of his or her position with the enterprise/organization.

- 10. That no employee/staff may have financial interest (indirect ownership, direct ownership or otherwise) in a company whose business/operations relate to his/her post, functions held or otherwise supervised in his/her current employment.
- 11. To closely monitor and regulate actual or potential conflict of interests, occasioned by the influence of certain social relationships on the objectivity of the employee/staff in making dispassionate judgment on behalf of the enterprise/organization.

**THE PARTIES HEREBY** demonstrate their pledge and commitment to the above Principles by signing hereunder on the day and year above first written **AND THEY FURTHER DECLARE** that this pledge shall have the same binding effect as any policy instrument that the parties use in the management of their business/entity.

SIGNATURE .....DATE:.....

(PROCURING ENTITY)

In the presence of:-

Name:.....

Address:.....

Designation:.....

SIGNATURE .....DATE:.....

SIGNATURE .....DATE:.....

(BIDDER)

In the presence of:-

Name:.....

Address:.....

Designation:.....

SIGNATURE .....DATE:.....

**Annex F Form: Declaration of Conflict of Interest Form**

**Procurement Committee**

**Technical Evaluation Committee**

**Procurement Title:** .....

**Procurement Number:** .....

I .....declare that, I have an interest / do not have any personal or financial interest with companies whose bids the ( Name of Procuring Entity) is about to evaluate.

**Declaration:** Have you or your partner any financial or other interest in any relevant commercial entities intending to do business with the ( Name of Procuring Entity) which may be considered as constituting a real, potential or apparent conflict of interest?

Yes  No

**If yes, please give details in the box below**

Type of interest, e.g. patent, shares, employment, association, payment (Including details on the compound, work, etc.)	Name of Business Entity	Belongs to you, parter or unit?	Current interest

Is there anything else that could affect your objectivity or independence in participating in this evaluation or the perception by others of your objectivity and independence? Please state.

.....  
.....  
.....

I hereby declare that disclosed information is correct and that no other situation of real, potential or apparent conflict of interest is known to me. I undertake to inform you of any change in these circumstances, including if an issue arises during the course of my term.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Designation

**Pay No Bribe**