

Project Administration Instructions

PAI 3.01
Revised February 2007
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PREPARATORY WORK AND PROCUREMENT SUPERVISION

A. Introduction

1. Procedures applicable to ADB-financed procurement are derived from principles in the *Agreement Establishing the Asian Development Bank* (the Charter), from experiences of ADB and other multilateral and bilateral development financing institutions, and from sound commercial practice. These principles and procedures are contained in the *Procurement Guidelines*. This PAI explains important features of the *Procurement Guidelines* and guides staff in applying ADB's procurement policies.

2. Procurement for ADB-financed projects is guided by five principles:

- eligible procurement sources;
- economic and efficient use of loan or grant proceeds;
- adequate and equal opportunity and information for ADB member countries to participate in supplying goods and related services and works;
- encouraging the development of domestic contracting and manufacturing industries in borrowing countries; and
- transparency in procurement to achieve economy and efficiency, and combat fraud and corruption

Eligibility of the source of procurement is determined under Article 14(ix) of the *Charter*, and detailed in PAI 3.02. Economy and efficiency, as stated in Article 14(xi) of the *Charter*, are achieved principally through open competition, in most cases by applying international competitive bidding (ICB) procedures and other methods as described in the *Procurement Guidelines*. ICB also promotes fair and equal opportunity for all member countries through advertising and appropriate bid packaging, and special attention to specific requirements of particular projects. Important practical aspects relating to the application of these criteria are discussed in various parts of PAI 3.

B. Fraud and Corruption

3. Allegations of corrupt or fraudulent practices should be referred to the Office of the General Auditor (OGA). ADB's Anticorruption Policy requires Borrowers (as defined in footnote 3 of the *Procurement Guidelines*), as well as bidders, suppliers, and contractors under ADB-financed contracts, to observe the highest standard of ethics during the procurement and execution of such contracts.

1. Sanctioning by Member Countries

4. ADB staff involved in ADB-financed procurement decisions should ensure that any member country's own debarment procedures (national blacklisting) do not prevent executing agencies (EAs) from treating prospective eligible bidders, consultants, contractors and suppliers for ADB-financed contracts from all member countries fairly, and in accordance with ADB's procurement procedures. This applies equally to national blacklisting that is part of official (including legislative) processes, as well as "unofficial" or informal processes. Member countries sometimes establish national blacklisting procedures, often for fraud or corruption, as the country may define them, but also for other reasons, such as breaches of

contract or poor performance. While ADB will support specific anticorruption efforts of our member countries, national blacklisting generally will only be considered for ADB-financed contracts when the blacklisted companies and/or individuals are the same nationality as the EA. There may be limited circumstances in which national blacklisting may otherwise be accepted by ADB. If staff become aware of national blacklists, they should

- determine the basis for the blacklist;
- advise the Office of the Auditor General, Integrity Division (OAGI) and the Central Operations Services Office (COSO) of the blacklist; and
- ensure the blacklist is not considered in any ADB-financed contracting or procurement decisions, including prequalification, unless endorsed by COSO and OAGI.

5. In cases where staff learn that an EA determined that fraud or corruption occurred in ADB-financed procurement, ADB should accept the EA's determination as long as staff are satisfied there was a sound basis for the decision and the EA followed ADB's *Procurement Guidelines*, and the requirements of the relevant procurement plan and financing agreement. However, the EA's disqualification may apply only to the specific procurement process. In those cases, staff should consult with OAGI.

6. The above discussion refers to blacklisting for fraud and corruption. For sanctioning that relates to poor performance (for example, where a contractor has been sanctioned for poor performance on a particular contract), the poor performance may be taken into account in determining the contractor's qualification (pre or post). In such cases, the project administering unit need only assess the sanctioning in terms of qualification and need not involve OAGI. COSO should be consulted as necessary.

C. Preparatory Work During Processing¹

1. EA Capacity Assessment

7. ADB requires that an assessment of an EA's capacity to undertake the procurement envisaged under the project is undertaken during processing. The purpose of this capacity assessment is to:

- identify the capacity, procedural and organizational constraints that will hinder effective Project implementation and agree an action plan with the EA and Borrower to address these constraints;
- determine the overall procurement risk and put in place appropriate review and supervision processes and thresholds to mitigate those risks, and
- the maximum extent possible and sensible, ensure that procurement is undertaken by the regular line units within the EA, agreeing in the action plan measures to strengthen and support these units when necessary thereby ensuring that EA capacity strengthening extends beyond the project's lifecycle.

As the assessment is in part a tool to manage risk the primary responsibility for the assessment is with ADB. The EA and borrower must be actively involved with the process because they should own the resulting action plan.

¹ PAI 1.01 discusses other preparatory project administration matters.

2. Procurement Plan

8. EAs are required to prepare a procurement plan prior to loan negotiations covering the first 18 months of procurement activity. The agreed procurement plan will be annexed to the minutes of loan negotiations. Within one year after the date of loan effectiveness the EA shall submit a revised procurement plan to ADB for approval that captures all ongoing procurement and that planned for the following 18 months. The plan shall be updated annually on the same basis for the duration of the Project.

9. The purpose of the procurement plan is to:

- Provide a single point of reference for the procurement oversight and supervision
- To create a tool that allows for process and review thresholds to be changed if necessary over the lifetime of a project
- Focus the EA on the need to plan and manage procurement
- To provide a synopsis of the procurement opportunities to providers of goods, works and consultants service.
- Increase levels of transparency

10. The plan shall detail the prior review, post review and where applicable, supervision arrangements, initially determined through the Capacity Assessment. The EA (or the ADB) may propose changes to these arrangements to reflect changes in capacity subject to the approval of ADB.

11. The plan shall detail as a minimum a brief description of what is to be procured and the method, expected advertisement and document availability dates, the publication carrying the advertisement and other critical milestones. However, for sector projects, multi-tranche financing programs, and other projects that include subprojects to be finalized during project implementation, the procurement plan may provide indicative procurement packages of goods and related services, works and consulting services, and related threshold values. The procurement plan will be updated during the course of implementation. For a full description of the procurement planning process refer to the *COSO Procurement Plan Guide*.

3. Advance Contracting

12. Advance contracting normally refers to the process for procuring goods and related services and works, up to the stage of ADB's approval of the EA's recommendation for award of contract before the effective date of the financing agreement or approval of technical assistance (TA) (see PAI 2.02B, contracting of consultants). Advance contracting may also include approval of the award of contract for the procurement of goods and related services and works if retroactive financing has also been approved. Advance contracting is discussed with the EA during project processing. Advance contracting for goods and related services and works is encouraged. The need for it is to be examined during the processing of all projects by considering.

- the stage of preparatory works for each project,
- the project's special technical features, and
- the project's implementation schedule.

13. In addition, the EA's capacity to handle advance contracting is assessed (information is drawn from the capacity assessment). This includes assessing the borrower's procedures for compatibility between advance contracting and ADB's procedures, and ADB's experience with using advance contracting in that sector of the country. The processing mission may consider strengthening the capacity of the EA to take advantage of advance contracting. If the processing mission finds that advance contracting would significantly expedite project implementation and seeks to incorporate advance contracting in the project design, the processing mission should preferably make a project-specific recommendation for this action in the issues paper for the management review meeting (MRM). However, approval for advance contracting may also be sought at any time during project processing by submission of a memo proposal to the relevant VP. If advance contracting is approved by the MRM or VP, such information is to be prepared and included in information published on *adb.org* in the format given in Appendix 1. If additional information is requested by the Board after publication in *adb.org*, the information is to be supplied by the department or office responsible.

14. Where advance contracting is approved, the EA must be advised to

- seek ADB's approval for the draft prequalification and bidding documents before they are issued;
- follow requirements for public advertising as required in the *Procurement Guidelines*;
- note that ADB's approval of advance contracting will not commit ADB to subsequently approve the project or to finance the procurement costs; and
- note that ADB will not finance expenditures paid by the borrower prior to loan or grant effectiveness, even if advance contracting is approved, unless retroactive financing has also been approved by ADB.

4. Retroactive Financing

15. Retroactive financing (RF) refers to the ADB's approval to reimburse project expenditures prior to the effective date of the financing agreement. These expenditures cover only components identified during processing and approved by the MRM that are initially paid for by the borrower. The amount of RF to be recommended (if at all) is determined during project preparation in the context of efficiency, economy, urgency, and development impact. Consideration is given to the need for preparatory works, procurement of advance goods and related services, and works; and the most desirable timing for physical commencement of the project. The following should be considered by staff when recommending RF:

- RF is approved "in principle" by the MRM and is subject to approval by the Board; it is reported in *adb.org*;
- borrowers are advised that approval of RF at the MRM does not commit ADB to finance the project; and
- RF is limited to a percentage of the loan amount as described in the relevant OM Section.

5. Loans/Grants for Disaster and Emergency Assistance

16. ADB's Disaster and Emergency Assistance Policy stipulates that in the case of emergency assistance, the *Procurement Guidelines* may be flexibly interpreted, including relaxing requirements for ICB. To the extent possible, ADB will encourage the procurement of domestic goods and services as a way to stimulate local economic recovery. Limited international bidding (LIB) or national competitive bidding (NCB) with a short bidding period should normally be used to procure works, goods, and services for immediate emergency assistance. Postqualification or registration (for local contractors) should be used. Contractors prequalified or selected under ongoing loans can be used without resorting to new bidding and prequalification. Direct contracting or Shopping may be used for low value contracts. Force account should be used only when bidding is not practical.

6. Use of Specialized Agencies

17. The *Procurement Guidelines* allow for direct procurement from specialized agencies. The best way, for example, to obtain pharmaceuticals might be through a purchase arrangement with a UN agency. The agency is often able to supply goods of guaranteed quality at an advantageous price obtained through its own bulk purchasing arrangements. The use of specialized agencies should be identified in the procurement plan. Procurement from the agency would follow direct contracting procedures, a single source method of procurement without competition. ADB is not concerned with the procedures that the agency itself uses to obtain the goods, although it must be satisfied of eligibility requirements (see PAI 3.02). COSO should be consulted when it is proposed to procure directly from specialized agencies.

7. Use of Procurement Agents and Inspection Agents

18. The *Procurement Guidelines* allow for EAs to contract procurement agents to conduct procurement for them, or to act as a management contractor to oversee the implementation of works. The practices followed by the agent must comply with the *Guidelines*, the procurement plan, and the financing agreement. The agent should be selected following procedures for consultant recruitment.

19. Similarly, inspection agents may be used to fulfill inspection requirements of procurement. The agent should be selected following procedures for consultant recruitment.

D. ADB's Role in Reviewing the Borrower's Procurement Actions

20. The EA, which will own and operate the facilities, is ultimately responsible for procuring goods and related services and works for the project. ADB must confirm the EA's compliance with the guiding principles outlined in para. 2.

21. The EA must carry out all procurement actions in compliance with the procurement plan, including such actions as preparing and issuing prequalification and bidding documents, evaluating bids, recommending award of contracts, and signing contracts.

22. ADB will review the prequalification documents (where prequalification is used), bidding documents, and bid evaluation reports to ensure that they comply with the *Procurement Guidelines*. Provisions for prior review and approval, or post review, will be set out in the procurement plan.

E. Arrangements for Reviewing the Borrower's Procurement Actions

23. ADB monitors the EA's procurement actions by requiring it to submit specific proposals, documents, and reports on actions taken at key procurement stages. Review requirements are stated in the *Procurement Guidelines* and elaborated in the following paragraphs. These requirements apply in all cases except [where otherwise agreed by ADB].

1. Review and Updating of the Procurement Plan

24. The procurement plan is to cover an 18 month period and be updated annually. The procurement plan will establish the review procedures, particularly the use of post and prior review.

2. Prior and Post Review

25. The *Procurement Guidelines* provide for prior and post review. This applies to ICB as well as other methods of procurement, where described in the procurement plan. The decision on granting post review procedures, especially for ICB, will be based on an assessment of the EA, established through the capacity assessment. Under prior review procedures, documentation is reviewed and approved by ADB before moving on to the next step in the procurement process. This includes review of documentation such as advertisements and invitations, prequalification documents, and bidding documents. It also includes review of evaluation reports and recommendations related to prequalification, approval of evaluations, and award of contract. Under post review procedures, the EA submits documentation, evaluations, and recommendations for review, but continues the procurement process without waiting for the outcome of the review. Documents should be submitted for post review as soon as they are completed and issued, but no later than one month after their issuance. ADB should ideally complete its post review within one month—if it is not done within 6 months, it is assumed ADB has no objection. If, through its post review, the ADB determines that an action by a borrower amounted to misprocurement, it will declare misprocurement.

3. Review of Prequalification Documents

a. General

26. One of the principles of procurement is that no bidder should be awarded a contract unless the purchaser is satisfied that the bidder is qualified to meet its obligations under the contract. The purchaser has the option to examine a potential contractor's qualifications either before inviting bids (prequalification) or after receiving bids in response to an invitation (postqualification). Where prequalification of bidders is not used, postqualification must be carried out within the framework of the evaluation of bids. [To ensure that only technically and financially capable firms will be invited to submit bids, prequalification of bidders may be necessary for large or complex civil works contracts, turnkey (design, supply, install) contracts, and contracts for expensive and technically complex items.

27. EAs use different methods to prequalify civil works contractors. This sometimes leads to departures from the *Procurement Guidelines* and delays in project implementation. Consequently, ADB issued the *Guide on Prequalification of Civil Works Contractors* to help EAs use prequalification methodologies and prequalification documents consistent with ADB's policies. The guide also assists ADB staff in reviewing prequalification documents and analyzing prequalification reports prepared by EAs. The guide, available from COSO, provides guidance on factors to be evaluated, the methodology of evaluation, and criteria against which applicants will be measured. Use of the guide is mandatory when prequalifying for contracts to be bid following ICB procedures.

b. Prequalification Invitation

28. The invitation for prequalification and all related documents (including the proposed prequalification factors, methodology, and criteria) must be reviewed by ADB. The procurement plan will indicate whether prior or post review is to be applied. Where prior review is used, the documents must be reviewed and approved by ADB before they are issued. Three copies of the draft invitation for prequalification are to be submitted to ADB for approval. The drafts are to show the proposed date of issue of invitations for prequalification applications. The submissions are to reach ADB at least 21 days prior to the proposed issue of invitations for prequalification to allow for a specific notice to be published in *adb.org*. The scope of ADB review will include review of:

- the invitation for prequalification—to ensure it contains complete and necessary information and is consistent with the information contained in the application data sheet;
- the instructions to applicants—to ensure that it is identical to the relevant provisions of the User's Guide: Prequalification of Bidders, *September 2005*;
- the application data sheet—to ensure it contains complete and necessary information and is consistent with the report and recommendation (RRP) and the relevant financing agreement for the project, and the *Procurement Guidelines* and Chapter 3 of the PAI;
- the qualification criteria—to ensure that the parameters adopted for each criterion are adequate and reasonable and otherwise conform to parameters recommended by ADB in the *Procurement Guidelines* and the User's Guide: Prequalification of Bidders;
- the application forms—to ensure that they conform to the standard forms in the User's Guide: Prequalification of Bidders, and that any additional statements or deviations comply with the *Procurement Guidelines*, Chapter 3 of the PAI, and the requirements in the application data sheet and the qualification criteria;
- the list of eligible countries—to ensure that the list is updated and complete;
- the scope of contract—to ensure that all required information is provided to allow applicants to clearly understand the project to be implemented and prepare applications that are realistic and competitive; and

- any specific conditions to the award of the contract or covenants required to be complied with under the relevant financing agreement for the project—to ensure they are complied with; and
- the procurement plan—to ensure it is complied with.

Initial ADB review will be undertaken by the concerned sector division or resident mission, COSO and the Office of the General Counsel (OGC). OGC will review the specific conditions of contract, and will advise on specific legal issues including covenants to be complied with under the relevant financing agreement for the project. Where post review is used the prequalification invitation should be submitted to ADB allowing sufficient time for publication in *adb.org*.

29. Prequalification is discouraged for contracts to be bid following NCB procedures. However, where used, and where prior review is required by ADB, it is normally only required for the first contract of a project and is described in the procurement plan. Thereafter, the approved prequalification documents are to be used as a model for subsequent NCB prequalification. Advertising requirements for NCB are described in PAI 3.04, Appendix 2.

c. Issuing Prequalification Invitation

30. A minimum period of 6 weeks is allowed for the submission of prequalification applications. This period is counted from the publication date of the relevant invitation on *adb.org*, local web site or newspaper, or the date when prequalification documents are available for issue, whichever is the latest, up to the date for submission of the prequalification applications.

31. The prequalification invitation is to be advertised in accordance with paras. 2.7–2.10 of the *Procurement Guidelines*. ADB is given a report on the advertising as part of the review requirements. Such a report is to include

- the name of the web site or newspaper in which the prequalification invitation was advertised,
- the date of advertising, and
- a copy of the advertisement as published.

32. The date, hour, and place for the latest delivery of the prequalification applications is to be clearly stipulated in the invitation. The manner for submitting prequalification applications must also be specified, and besides allowing for submission in person, delivery of applications by registered mail will similarly be acceptable and stated in the instructions to applicants.

33. The EA may accept or reject prequalification applications that are delivered after the deadline for submission. Since the prequalification exercise is separate from the bidding process, the EA may, in the interest of increasing competition accept late applications, provided that acceptance of the late applications is permitted in the prequalification document as issued, and would not interfere substantially with the EA's schedule for completing the prequalification process.

d. Proposal for Prequalification

34. For contracts subject to prior review, as soon as the prequalification applications have been evaluated, ADB's approval of the evaluation results, including the recommendation for prequalified and disqualified applicants, must be obtained before they are communicated to the applicants. Immediately after the evaluation of prequalification applications, the EA must provide ADB three copies of

- a list of applicants for prequalification,
- a summary and detailed evaluation of the applications,
- the list of proposed prequalified applicants (together with the consultants' recommendations, where applicable), and
- the list of proposed disqualified applicants (together with the consultants' recommendations where applicable) and justifications.

35. For contracts subject to post review, prequalification documentation (including evaluation reports) is reviewed by ADB on a post facto basis. This would be typical of NCB contracts, unless prior review has been agreed to during project appraisal and noted in the procurement plan. The above documentation must be provided to ADB as soon as possible following the prequalification exercise, including the listing of firms prequalified or not prequalified. Copies of any prequalification applications and information on them are to be made available to ADB upon request. For contracts estimated at \$10,000,000 and above, the list of prequalified applicants will be published on *adb.org*.

4. Review of Bidding Documents and Bid Evaluation Reports

36. Requirements for ADB review of bidding documents and bid evaluation reports are set out in PAI 3.03 for ICB procurement, PAI 3.04 for NCB procurement, and PAI 3.11 for consultation with ADB staff.

5. Misprocurement

37. If procurement is not carried out in accordance with the *Procurement Guidelines*, the relevant financing agreement, or procurement plan, misprocurement is declared. Normally, the portion of the financing allocated to the misprocured contract is cancelled. The decision as to whether or not to cancel financing is based on the circumstances, looking at such factors as the parties involved, the intent, and whether or not remedies are possible. Simple mistakes or technicalities that do not substantively affect the procurement process do not constitute misprocurement. For example, a failure to apply the correct period of advertising, if determined to be an oversight, may be permitted if it is found that the advertising met its intended purpose of notifying potential bidders and ensuring competition. Any decision to declare misprocurement must be taken in consultation with COSO and OGC.

38. In some instances, rebidding is a preferred solution to cancelling the financing for a misprocured contract. This would be done where noncompliance to agreed procedures cannot be remedied, but where such noncompliance is an oversight or not the fault of the EA. For example, if a contract was not advertised on *adb.org*, and it was due to circumstances beyond the control of the EA (perhaps it was the fault of the advertiser), then rebidding might be the best solution. Decisions on rebidding would similarly be based on intent, seriousness of the noncompliance, and whether rebidding is a suitable remedy to problems caused. Such decisions should be taken in consultation with COSO and OGC.

39. Where post review procedures are used, misprocurement will be declared if it is found that the procurement was not carried out in accordance with agreed procedures. Rebidding would not normally be possible, because the review would be conducted after execution of the contract.

F. Change in the Method of Procurement

40. When approving the loan, the Board approves the procurement arrangements and the recommended method of procurement for each contract package. The procurement plan normally specifies an ICB threshold value, above which contracts must be bid following ICB procedures. Below the ICB threshold, methods of procurement that are considered to be less competitive than ICB (NCB, Shopping, Limited International Bidding, direct contracting, repeat order, and force account) can be used. Threshold values are normally specified for the maximum amount that a particular method of procurement may be used.² The procurement plan states the agreed arrangements and methods of procurement, and may be changed when the procurement plan is updated. Nevertheless, when a need arises during project implementation to change the threshold or method of procurement, the sector division or the regional or resident mission must prepare a memo justifying the change, and present it for approval as follows:

- (i) Where the contract value is estimated to be more than \$10 million, the proposal for change must be submitted to the vice-president concerned to determine whether the change requires Management or Board approval. If the change requires Management approval, the vice-president can approve the change.
- (ii) where the contract value is estimated between \$1 million and \$10 million, the proposal for change must be approved by the director general.
- (iii) where the estimated contract value is less than \$1 million, the proposal for change can be approved by the director, of the concerned sector division.

41. Consultation with COSO and OGC is mandatory for (i) and (ii), but for (iii), the consultation is at the discretion of the director, sector division concerned. After approval of a change in the method of procurement, OGC is to be consulted if a change is required in the relevant financing agreement.

42. Any change in the method of procurement from ICB to another method of procurement is to be reported to the Board in the quarterly portfolio update.

G. Procurement Contract Monitoring

43. Procurement contract monitoring system (PCMS) (forms in Appendix 2) serves as a tool to benefit project administration units in monitoring the timeliness of each procurement process for ICB contracts either with or without prequalification. It covers the stages from prequalification (where used), procurement documentation, invitation for bid, bid evaluation, and contract awards. The PCMS also records total contract amount approved by ADB, and total contract amount awarded. Clarification is sought from the EA whenever there is a difference between these two amounts. Task duration for each activity specified in the *Procurement Guidelines* and bidding documents is the basis for computing delays.

² Where thresholds are not specified in the relevant procurement plan, refer to PAI 3.03, 3.04, and 3.05, or consult with COSO.

Delays are flagged to highlight problem areas and the need for closer monitoring and timely contract awards necessary to ensure smooth implementation and project progress. This is an internet-based system for tracking the time taken to accomplish various contract award activities.

44. The use of PCMS is mandatory for all contracts that must be considered by the Procurement Committee (PC), specifically those contracts valued at \$10 million or more. PCMS is not required, but encouraged, for contracts valued at less than \$10 million.

45. The benefits of using PCMS include:

- Providing PAU staff with a tool to monitor the time taken for each step in the procurement process;
- Increasing the awareness of the need for timely contract awards, thereby contributing to timely project implementation;
- highlighting problem procurement steps for closer monitoring, and;
- providing statistical information which can be used for future streamlining of the procurement process.

H. Terminating the Contract

46. When an EA proposes to terminate a contract, it sends a recommendation to ADB. The user division, after consultation with COSO and OGC, decides whether termination is warranted, and advises the EA of the decision. When the user division approves the termination, the EA may proceed with the process to terminate the contractor, in accordance with the provisions in the contract.

I. ADB's Means of Review and Monitoring

47. When reviewing various aspects of the EA's procurement actions and documents, ADB staff are referred to the following:

- provisions of the relevant financing and project agreements concerning procurement,
- *Procurement Guidelines*,
- publications on procurement available from COSO
 - *Guide on Bid Evaluation*;
 - *Guide on Prequalification of Civil Works Contractors*;
 - Sample bidding documents for procurement of goods, civil works, civil works (small contracts), and design, supply, install contracts;³ and
- ADB's sanction list.

³ The use of these documents by EAs is mandatory pursuant to 2.12(a) of the *Procurement Guidelines*.

Publication in *adb.org*

Advance Contracting and Retroactive Financing

1. Country/Borrower
2. Title of proposed project
3. Name and address of the EA
(also provide the telephone and email [possibly also fax numbers] of the EA and the name of the official in charge of the project)
4. Brief description of project
5. Brief description of goods and related services, works, or consulting services to be procured and related justification for advance action (include any special or unusual qualifications attached to the advance action approved by ADB)
6. Date advance action approved

PROCUREMENT CONTRACT MONITORING RECORD WITH PREQUALIFICATION

BASIC DATA

Division: -	Project Name: -
Project No.: -	Loan No.: --select--
Executing Agencies:	Loan Amount (in US\$):
Category No.:	Source of Financing: -
Advance Procurement Action	Bid Package No.:
Approval Date:	Mode of Procurement:
Retrospective Financing	Nature of Contract:
Approval Date:	Estimated Amount (in US \$):
Director:	Description:
PAU Head:	Domestic Preference:
Project Officer:	Contract No.:
Project Analyst:	

PROCUREMENT

ACTIVITIES	RESP	NORMATIVE DURATION	TARGET DATE	ACTUAL DATE	ACTUAL DURATION		DELAY	REMARKS
					DAYS	CUM. DAYS		
1. Receipt of PQ Documents and Acknowledgement by ADB	Sector Division							
2. Invitation for PQ Application Advertised in Business Opportunities Web	Sector Division	3 days						
3. Draft PQ Documents sent to COSO & OGC	Sector Division	7 days						
4. Comments Received from COSO & OGC	Sector Division	7 days						
5. ADB Approval for PQ Documents	Sector Division	17 days						
6. Advertised in Local English Newspaper	EA							
7. PQ Documents Issued	EA	10 days						
8. PQ Application Submission Date	EA	60 days						
9. PQ Evaluation	EA	20-30 days (depending on response) days						
10. PQ Evaluation Received	EA							
11. PQ Evaluation Approved / Non-concurrence	Sector Division	30 days						
12. Draft Bidding Documents received by ADB	Sector Division		-		-	-	-	
13. Draft Bidding Documents approved by ADB	Sector Division				-	-	-	
14. Bidding Documents Issued	EA	10 days from ADB Approval						
15. Bid Closing / Opening Date	EA	15 days						
16. Bid Validity Expiry Date	EA	bid closing + 120 days			-	-	-	
17. Bid Security Expiry Date	EA	bid validity expiry date + 30 days			-	-	-	

PROCUREMENT CONTRACT MONITORING RECORD WITH PREQUALIFICATION

BID EVALUATION									
18a. Envelope 1									
#) Bid Evaluation / Recommendation for 1st Stage Evaluation Received	EA	60 days							
#) ADB Approval for Non-conformance	Sector Division	14 days							
18b. Envelope 2									
#) Opening of bids	EA	10 days							
#) Bid Evaluation / Recommendation for Award Received	EA	60 days							
#) ADB Approval for Non-conformance	Sector Division	14 days							
CONTRACT DOCUMENTS									
19. Contract Sign Date	EA	30 days							
20. Signed Contract Received by ADB	Sector Division	14 days							
21. PCSS Date	Sector Division	7 days							
PCSS#:									
Contract Amount (USD):									
Contractor:									
Country:									
REASON FOR DIFFERENCE IF ANY, BETWEEN CONTRACT AMOUNT APPROVED BY ADB AND TOTAL CONTRACT AMOUNT AWARDED (amounts in US\$)									
Contract Amount Approved by ADB:	\$							Contract Award:	
ADB Financed Amount:									
Reason for Difference (select from the following reasons):	s.a.							Others:	

PROCUREMENT CONTRACT MONITORING RECORD WITHOUT PREQUALIFICATION

BASIC DATA

Division: -	Project Name: -
Project No.: -	Loan No.: --select--
Executing Agencies:	Loan Amount (in US\$):
Category No.:	Source of Financing: -
Advance Procurement Action	Bid Package No.:
Approval Date:	Mode of Procurement:
Retrospective Financing	Nature of Contract:
Approval Date:	Estimated Amount (in US \$):
Director:	Description:
PAU Head:	Domestic Preference:
Project Officer:	Contract No.:
Project Analyst:	

PROCUREMENT

ACTIVITIES	RESP	NORMATIVE DURATION	TARGET DATE	ACTUAL DATE	ACTUAL DURATION		DELAY	REMARKS
					DAYS	CUM. DAYS		
1. Receipt of Draft Bidding Documents and Specific Notice and Acknowledgement by ADB	Sector Division							
2. Invitation for Bids Advertised in Business Opportunities Web	Sector Division	3 days						
3. Documents sent to COSO & OGC	Sector Division	7 days						
4. Comments Received from COSO & OGC	Sector Division	7 days						
5. ADB Approval for Bidding Documents	Sector Division	17 days						
6. Advertised in Local English Newspaper	EA							
7. Bidding Documents issued	EA	10 days from ADB Approval						
8. Bid Closing / Opening Date (to be counted from #4, 5, or 9 whichever is later)	EA	Civil Works 90 days Goods 60 days Turnkey 90 days						
9. Bid Validity Expiry Date	EA	bid closing + 120 days			-	-	-	
10. Bid Security Expiry Date	EA	bid validity expiry date + 90 days			-	-	-	

BID EVALUATION

EA - Milestone 1								
i) Bid Evaluation / Recommendations for 1st Stage Contract Award	EA	60 days						
ii) ADB Approval or Non-concurrence	Sector Division	14 days						
EA - Milestone 2								
j) Opening of bids	EA	10 days						

PROCUREMENT CONTRACT MONITORING RECORD WITHOUT PREQUALIFICATION

#1) Bid Evaluation / Recommendation for Award Received	EA	60 days							
#6) ADB Approval for Non-contractance	Sector Division	14 days							

CONTRACT DOCUMENTS

12. Contract Sign Date	EA	30 days							
13. Signed Contract Received by ADB	Sector Division	14 days							
14. PCSS Date PCSS#: _____ Contract Amount: _____ Contractor: _____ Country: _____	Sector Division	7 days							

REASON FOR DIFFERENCE IF ANY, BETWEEN CONTRACT AMOUNT APPROVED BY ADB AND TOTAL CONTRACT AMOUNT AWARDED (in units in US\$)

Contract Amount Approved by ADB: #	Contract Award:
ADB Planned Amount:	
Reason for Difference (select from the following reasons):	Others: