

ADVERTISING INTERNATIONAL COMPETITIVE BIDDING FOR PROCURING GOODS AND WORKS

A. Advertising Locally

1. Disseminating information on procurement contracts subject to international competitive bidding (ICB) is done by advertising invitations for prequalification or bids on adb.org and locally through either (i) an English language newspaper of general circulation in the country of the executing agency, or (ii) an internationally known and freely accessible website in English.

2. The executing agency forwards a report to ADB on the local advertisement of the invitation as soon as it is available. If prior review is used, a reminder is sent by ADB to the executing agency if the report is not received within 1 month of ADB approval of the prequalification or bidding documents. Advertising on adb.org is arranged by ADB, so the information required must be received by ADB in sufficient time to post the advertisement and meet minimum advertising time requirements.

B. Publishing Notices on adb.org and United Nations Development Business

3. ADB advertises procurement opportunities that it finances on adb.org and, through an electronic feed arrangement, United Nations Development Business (UNDB), now published online. Advertising on UNDB is, however, not mandatory as ADB has no control over its publication. UNDB carries public procurement notices on projects financed by international organizations; adb.org carries information on only ADB-financed projects, including procurement notices and contract awards.

4. Both sites contain general procurement notices (GPNs) and specific notices.

- (i) A GPN contains general information about a project that is approved or is being considered for financing and includes the following:
 - the name of the borrower;
 - the loan number (when available) and the title and a description of the project;
 - the agency responsible for procurement, its mailing address, facsimile and telephone numbers, and email addresses;
 - a description of the goods or works subject to ICB;
 - a description of the goods or works subject to NCB; and
 - sufficient additional information to enable potential bidders to determine their interest.

The GPN for a project appears on adb.org for at least 1 month and preferably 3 months before the first prequalification (where prequalification is to be carried out) or bidding documents are made available for issue. In the case of advance contracting, the advance contracting notice (PAI 3.02, Appendix 4) constitutes the GPN. Publishing procurement plans will meet the requirement of publishing GPNs. Note that once new projects are entered into the project or procurement review systems, their procurement plans will automatically be generated and published at the appropriate time.

- (ii) A specific notice refers to the advertisement for prequalification (where prequalification is to be carried out) or bidding for an individual contract and

includes the following:

- the name of the borrower;
- the loan number, the title, and a description of the project;
- the agency responsible for procurement, its mailing address, email address, facsimile and telephone numbers;
- the executing agency, its address, email address, facsimile and telephone numbers (if different from the procurement agency);
- a detailed description of the works or goods to be procured under the specific contract;
- the price of the prequalification or bidding documents;
- the deadline for submitting the prequalification applications or bids;
- the place, complete address, date, and time for submission of prequalification applications or bids;
- the place, complete address, date, and time for opening prequalification applications or bids; and
- whether the domestic preference scheme will apply.

5. Publishing a specific notice for an individual contract follows immediately after the publication of the invitation for prequalification or bids in a local English newspaper of general circulation or on a well-known website.

6. In addition to the GPN and specific notice, advance information on proposed projects that are in the early stages of processing is also included on adb.org and is updated as processing proceeds. More detailed information on these projects appears later in the GPN.

7. Internal procedures for handling procurement notices are in Appendix 1. The Procurement, Portfolio and Financial Management Department (PPFD) coordinates ADB activities for preparing and publishing procurement notices on adb.org and UNDB.

C. Internal Procedures for Procurement Notices (to be published on adb.org and UNDB)

General Procurement Notices

8. During processing, the borrower is advised of the need to publish and the content of procurement notices on adb.org. Normally after the management review meeting but before loan negotiations, a draft GPN is prepared by the project division and forwarded to the executing agency for review and concurrence. An example of a GPN is in Part D of this appendix. Before the scheduled issuing of the first invitation for prequalification or bids, the project division finalizes the draft GPN with any additional information from the executing agency and transmits it to PPFD. In the case of advance contracting the advance contracting notice (PAI 3.02 Appendix 4) constitutes the GPN. After reviewing the GPN, PPFD publishes it on adb.org.

Specific Notices

9. A specific notice is either an invitation for prequalification or an invitation for bids, the formats for which are found in every SBD. Whether for prequalification or for bidding, this specific notice is transmitted by a project division to PPFD for review together with the draft prequalification

or bidding documents.

10. PPFD reviews the draft specific notice for consistency with the approved prequalification or bidding document, and either returns the draft specific notice to the project division with comments for their concurrence or prepares the specific notice for publication.

11. When contents of the specific notice are agreed between the project division and PPFD, PPFD publishes it in adb.org and also sends it to UNDB to be published. Publication of invitations for bids is not required for the same contract for which the prequalification invitation has already been published in adb.org.

12. In transmitting ADB's approval of draft prequalification or bidding documents, the executing agency is advised that a specific notice will be published on adb.org and forwarded to UNDB.

D. Example of General Procurement Notice¹ (to be published on adb.org and UNDB online)

Date: XX XXXXX 2013

Country/Borrower: XXXX

Loan Number: XXXX-XXX: Regional Road Project

Name and Address of the Executing Agencies:

Roads and Highways Department
c/o Chief Engineer
Contact Person: Mr. XX, Project Director/ Additional Chief Engineer
Fax Number: _____
E-mail: _____

Land Port Authority c/o Chairman
Contact Person: Mr. XX, Project Director/ _____
Fax Number: _____

Brief Description of the Project:

The Regional Road Project will upgrade about 70 kilometers of the XYZ Corridor to four lanes. It will also improve two land ports at AAA and BBB and strengthen the capacity of the road sector and land port operations.

Brief Description of Goods and Related Services, Works, or Consulting Services to be Procured:

Under the project, about seven contracts for civil works—four-laning of roads, land port

¹ New projects, once entered into the project review system or the procurement review system (formerly manage procurement), will have their procurement plans automatically generated and published at the appropriate time.

improvements, and building construction—will be procured under international competitive bidding (ICB) in accordance with [ADB Procurement Guidelines](#) (2013, as amended from time to time).

Consultants for project implementation and operational efficiency improvement will be recruited in accordance with [The Guidelines on the Use of Consultants by the Asian Development Bank](#) and its Borrowers (2013, as amended from time to time).

It is expected that bidding for the first works contract will commence in Q4 2013.