

Specific

Procurement Notice (SPN)   
Template

Specific Procurement Notice (SPN) Template

***Include MCA Entity Logo***

**SPECIFIC PROCUREMENT NOTICE (SPN)**

|  |  |
| --- | --- |
| Country |  |
| Project Name |  |
| Procurement Title |  |
| Procurement Ref. Number |  |
| Type of Procurement (goods, works or services as applicable) |  |
| Employer | Millennium Challenge Account-[*country*] |
| Publication Date |  |
| Submission Deadline |  |

The Millennium Challenge Account-[*country*]has received financing from the Millennium Challenge Corporation toward the cost of the [*insert name and description of the project*], and intends to apply part of the proceeds toward payments under the contract for [*insert title of procurement*].

MCC’s funding is appropriated by the U.S. Congress and obligated to the compact up-front, with no incremental or partial funding. So when a contract is signed with an MCA Entity, money is already available to the MCA Entity and, for most contracts, invoices are paid directly to Contractors/Consultants/Suppliers by the US Treasury. MCA-[*country*]now invites *[sealed/password protected]* *[bids /proposals]* from eligible [*bidders or consultants*] for [*insert brief description of goods, works or services required*]*.*

Bidding will be conducted through the [*insert procurement method as per procurement plan*] procedures as specified in the MCC Program Procurement Guidelines (PPG), and is open to all eligible bidders or consultants as defined in the PPG.

A complete set of bidding documents may be obtained by interested eligible bidders upon the submission of a written application at the following address [*state address*].

Bids or proposals must be delivered to the address below [*state address at the end of this invitation*][[1]](#footnote-1) on or before [*insert time and date*]*.* Electronic bidding will [*will not*] be permitted. Late bids or proposals will be rejected. Bids or proposals will be publicly opened in the presence of the bidders’ designated representatives and anyone who chooses to attend at the address below [*state address at the end of this invitation*] on [*insert time and date*]. All bids will[*will not*] be accompanied by a [*insert Bid Security as appropriate*] of [*insert amount and currency*]in case of a Bid Security.

Contact Information:

|  |  |
| --- | --- |
| **The address(es) referred to above is (are):** | [*insert detailed address(es)*]  [*insert name of office, room number*] |
| **Attn:** | [*insert name of officer & title*]  [*insert postal address or street address*]  [*insert postal code, city, country*] |
| **Tel:** | [*include the country and city code*] |
| **Fax:** | [*include the country and city code*] |
| **E-mail:** | [*insert electronic address if electronic bidding is permitted*] |
| **Website:** |  |

1. *Substitute the address for bid submission if it is different from the address for inquiry and issuance of bidding documents.* [↑](#footnote-ref-1)