

**Standard Bidding Document
for
Procurement of Non-Consulting Services**

**Date: February 15, 2021**

**Foreword**

This Standard Bidding Document (“SBD”) for the Procurement of Non-Consulting Services has been prepared by the Millennium Challenge Corporation (“MCC”) for use by Millennium Challenge Account Entities (“MCA Entities”) and other designated Implementing Entities when procuring Non-Consulting Services that are financed in whole or in part by MCC. This document is consistent with MCC *Program Procurement Guidelines* (“MCC PPG”) available at [www.mcc.gov/ppg.](http://www.mcc.gov/ppg.)

Although this SBD is based upon the World Bank’s SBDs[[1]](#footnote-1), it has been adapted to reflect MCC policies and procedures set out in the MCC PPG and other documents.

This SBD shall not be used for Quality and Price Based Selection (QPBS) procedures, for which a different SBD is available. This SBD assumes that no prequalification has taken place before bidding.

For the purpose of finalizing the bidding documents, **[boldface text in square brackets]** should be replaced with appropriate language while [*italicized text in square brackets*] are for the attention and information of the Employer and should be deleted before the document is finalized.

**Summary Description**

**PART 1 – BIDDING PROCEDURES**

**Section I Instructions to Bidders (“ITB”)**

This section provides information to help Bidders prepare their Bids and describes the procedures for the submission, opening and evaluation of Bids and the award of. Contracts. **The text of the clauses in this section shall not be modified.**

**Section II Bid Data Sheet (“BDS”)**

This section sets out the particular requirements for the specific procurement and supplements the information included in Section I. Instructions to Bidders. **The text in this section shall be customized.**

**Section III Qualification and Evaluation Criteria**

This section describes the criteria and requirements to be used to evaluate the Bids and select the Bidder to perform the contract. **The text in this section shall be customized.**

**Section IV Bid Submission Forms**

This section provides the forms which are to be completed by the Bidders and submitted as part of their Bids. **The text of the Forms in this section may be customized.**

**PART 2 – SERVICE REQUIREMENTS**

**Section V Schedule of Requirements**

This section includes the detailed list of Non-Consulting Services, the Delivery and Completion Schedules, the Technical Specifications and the Drawings that describe the Non-Consulting Services to be procured.

**PART 3 – CONTRACT DOCUMENTS**

**Section VI General Conditions of Contract (“GCC”)**

This section contains the General Conditions of Contract clauses. The text of the General Conditions of Contract clauses in this section shall not be modified.

**Section VII Special Conditions of Contract (“SCC”)**

This section contains the form of those clauses of the Contract that supplement the GCC and that are to be completed by the Employer for each procurement of Non-Consulting Services. **The text in this section must not be modified except in limited circumstances, and then only with the prior approval of MCC. Additional project-specific conditions may be developed by the Employer, with the approval of MCC, to the extent necessary.**

**Section VIII Contract Forms and Annexes**

This section contains forms and annexes to be sent to the successful Bidder.

**[Insert Specific Procurement Notice]**

**BIDDING DOCUMENT**

**Issued on: \_\_\_\_\_\_\_\_\_\_\_\_\_**

**[Employer]**

**On Behalf of:**

**The Government of [Country]**

**[Millennium Challenge Account Entity]**

**Program**

**Funded by**

**THE UNITED STATES OF AMERICA**

**Through**

**THE MILLENNIUM CHALLENGE CORPORATION**

**for**

**Procurement of Non-Consulting Services**

**\*\*\***

**[Name of the Procurement]**

**\*\*\***

**BD /CB/ [Procurement ref number]**

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# PART 1:BIDDING PROCEDURES

## Section I Instructions to Bidders

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| 1. General
 |
| Definitions | In Part 1 (Bidding Procedures) of this Bidding Document, the following words and expressions shall have the meanings stated below. These definitions shall not apply to any words or expressions in the sections that make up Part 3 (Contract Documents) of this Bidding Document, in which such words and expressions shall have the meanings stated in GCC Sub-clauses 1.1 and 1.2 unless otherwise specified. |
|  | 1. “Addendum” or “Addenda” means a modification to this Bidding Document issued by the Employer.
2. “Associate” means any entity that forms the Bidder or Service Provider. A Subcontractor is not an Associate.
3. “Association” or “Joint Venture” means an association of entities that forms the Bidder or Service Provider, with or without a legal status distinct from that of its members.
4. “BDS” means the Bid Data Sheet in Section II of this Bidding Document used to reflect specific requirements and/or conditions.
5. “Bid” means a bid for the provision of the Non-Consulting Services submitted by a Bidder in response to this Bidding Document.
6. “Bid Security” means the security a Bidder may be required to furnish as part of its Bid.
7. “Bidder” means any eligible entity or person, including any associate of such eligible entity or person that submits a Bid.
8. “Bidding Document” means this document, including any subsequent amendments, prepared by the Employer for the selection of the Service Provider.
9. “Compact” means the Millennium Challenge Compact **identified in the BDS.**
10. “Compact Development Funding Agreement” or “CDF Agreement” means the Compact Development Funding Agreement **identified in the BDS**.
11. “confirmation” means confirmation in writing.
12. “Contract” means the contract proposed to be entered into between the Employer and the Service Provider, including all attachments, annexes, and all documents incorporated by reference therein, a form of which is included in Part 3 of this Bidding Document.
13. “days” refers to calendar days.
14. “Employer” means the entity **identified in the BDS**.
15. “Final Destination” means the place(s) where the Services are to be provided as prescribed in Section V. Schedule of Requirements.
16. “GCC” means the General Conditions of Contract.
17. “Goods” means all of the commodities, raw material, machinery and equipment, and/or other materials that the Service Provider is required to supply to the Employer under the Contract.
18. “Government” means the Government **identified in the BDS**.
19. “IFC Performance Standards” means the International Finance Corporation’s Performance Standards on Environmental and Social Sustainability.
20. “Implementing Entity” means a Government affiliate **identified in the BDS** engaged by the MCA Entity for the purposes of compact implementation.
21. “Instructions to Bidders” or “ITB” means Section I of this Bidding Document, including any amendments, which provides Bidders with all information needed to prepare their Bids.
22. “in writing” means communicated in written form (e.g., by paper, mail, facsimile, e-mail or other electronic means).
23. “Millennium Challenge Account Entity” or “MCA Entity” means the accountable entity designated by the Government to implement the Compact or Threshold Program, **identified in the BDS**.
24. “*MCC’s AFC Policy*” has the meaning provided in ITB Clause 3.
25. “*MCC Counter-Trafficking in Persons Policy*” means the policy identified in ITB Clause 4.
26. “Millennium Challenge Corporation” or “MCC” means a United States Government corporation, acting on behalf of the United States Government.
27. “MCC Funding” means the funding MCC has made available to the Government pursuant to the terms of the Compact.
28. “*MCC Gender Policy*” means the MCC Gender Policy and its amendments updated from time to time on the MCC website at https://www.mcc.gov/
29. “*MCC Program Procurement Guidelines*” or “MCC PPG” means the *MCC Program Procurement Guidelines* and its amendments posted from time to time on the MCC website at [www.mcc.gov/ppg](http://www.mcc.gov/ppg).
30. “Pre-Bid Conference” means the pre-bid conference specified in BDS ITB Sub-clause 8.2, if any.
31. “Related Services” means the services incidental to the supply of the Goods such as insurance, installation, training and initial maintenance and other similar obligations of the Service Provider under the Contract.
32. “SCC” means the Special Conditions of Contract.
33. “Schedule of Requirements” means the documents included in Part 2 of this Bidding Document that explain the technical specifications and other requirements related to the Non-Consulting Services.
34. “Services” or “Non-Consulting Services” means the work to be performed by the Service Provider under the Contract, as described in Section V. Schedule of Requirements.
35. “Service Provider” means the entity that provides the Non-Consulting Services to the Employer under the Contract.
36. Sexual harassment is defined in the *Guidance Note to MCAs on Sexual Harassment* available at www.mcc.gov.
37. “Subcontractor” means any entity to whom a Bidder intends to subcontract any part of the Non-Consulting Services.
38. “Taxes” has the meaning given to the term in the Compact, or CDF Agreement, or Threshold Program Grant Agreement.
39. “Threshold Program Grant Agreement” means the Threshold Program Grant Agreement **identified in the BDS**.
40. “Trafficking in Persons” or “TIP” has the meaning given to the term in the *MCC Program Procurement Guidelines*.
 |
| 1. Scope of Bid
 | * 1. The Employer has issued this Bidding Document for the procurement of Non-Consulting Services as specified in Section V. Schedule of Requirements. The name and identification number of the Contract, and number and description of the lot(s), are **specified in the BDS**.
	2. Throughout this Bidding Document, if the context so requires, words indicating the singular also include the plural and vice versa, and the feminine means the masculine and vice versa.
 |
| 1. Source of Funds
 | * 1. The United States of America, acting through MCC and the Government have entered into the Compact. The Government, acting through the Employer, intends to apply a portion of the proceeds of MCC Funding to eligible payments under the Contract. Any payments made under the Contract with MCC Funding will be subject, in all respects, to the terms and conditions of the Compact and related documents, including restrictions on the use and distribution of MCC Funding. No party other than the Government and the MCA Entity shall derive any rights from the Compact or have any claim to the proceeds of MCC Funding. The Compact and related documents can be found on the MCC website ([**www.mcc.gov**](http://www.mcc.gov)) or the website of the Employer.
 |
| 1. Fraud and Corruption
 | * 1. MCC requires that all beneficiaries of MCC Funding, including the MCA Entity and any applicants, Bidders, Service Providers, contractors, Subcontractors, consultants, and sub-consultants under any MCC-funded contracts, observe the highest standards of ethics during the procurement and execution of such contracts. MCC’s Policy on Preventing, Detecting and Remediating Fraud and Corruption in MCC Operations (MCC’s AFC Policy) is applicable to all procurements and contracts involving MCC Funding and can be found on the MCC website. This Policy requires that companies and entities receiving MCC funds acknowledge notice of MCC’s AFC Policy and certify to the MCA Entity that they have acceptable commitments and procedures in place to address the potential for fraudulent and corrupt practices.
		+ - 1. For the purposes of these provisions, the terms set forth below are defined as follows, and sometimes referred to collectively in this document as “Fraud and Corruption”:
		1. “*coercion*” means impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of any party, to improperly influence the actions of a party in connection with the implementation of any contract supported, in whole or in part, with MCC Funding, including such actions taken in connection with a procurement process or the execution of a contract;
		2. “*collusion*” means a tacit or explicit agreement between two or more parties to engage in coercion, corruption, fraud, obstruction of investigation into allegations of fraud or corruption, or a prohibited practice, including any such agreement designed to fix, stabilize, or manipulate prices or to otherwise deprive the MCA Entity of the benefits of free and open competition;
		3. “*corruption*” means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of a public official, MCA Entity staff, MCC staff, consultants, or employees of other entities engaged in work supported, in whole or in part, with MCC Funding, including such work involving taking or reviewing selection decisions, otherwise advancing the selection process or contract execution, or the making of any payment to any third party in connection with or in furtherance of a contract.;
		4. “*fraud*” means any act or omission, including any misrepresentation, that knowingly or recklessly misleads or attempts to mislead a party in order to obtain a financial or other benefit in connection with the implementation of any contract supported, in whole or in part, with MCC Funding, including any act or omission designed to influence (or attempt to influence) improperly a selection process or the execution of a contract, or to avoid (or attempt to avoid) an obligation;
		5. “*obstruction of investigation into allegations of fraud or corruption*” means any act taken in connection with the implementation of any contract supported, in whole or in part, with MCC Funding: (a) that results in the deliberate destroying, falsifying, altering or concealing of evidence or making false statement(s) to investigators or any official in order to impede an investigation into allegations of coercion, collusion, corruption, fraud, or a prohibited practice; or (b) that threatens, harasses, or intimidates any party to prevent him or her from either disclosing his or her knowledge of matters relevant to an investigation or from pursuing the investigation; or (c) that is intended to impede the conduct of an inspection and/or the exercise of audit rights of MCC and/or the Office of the Inspector General (OIG) responsible for MCC provided under a Compact, Threshold Program agreement, or related agreements.
		6. “*prohibited practice*” means any action that violates Section E (Compliance with Anti-Corruption Legislation), Section F (Compliance with Anti-Money Laundering Legislation), and Section G (Compliance with Terrorist Financing Legislation and Other Restrictions) of the Annex of Additional Provisions that will be made a part of MCC-funded contracts.
			+ 1. The Employer will reject a Bid (and MCC will deny approval of a proposed Contract award) if it determines that the Bidder recommended for award has, directly or through an agent, engaged in coercion, collusion, corruption, fraud, obstruction of investigation into allegations of fraud or corruption, or prohibited practices in competing for the Contract.
				2. MCC and the MCA Entity have the right to sanction a Bidder, including declaring the Bidder ineligible, either indefinitely or for a stated period of time, to be awarded an MCC-funded contract if at any time either MCC or the MCA Entity determines that the Bidder has, directly or through an agent, engaged in coercion, collusion, corruption, fraud, obstruction of investigation into allegations of fraud or corruption, or prohibited practices in competing for, or in executing, such a contract.
				3. MCC and the MCA Entity have the right to require that a provision be included in the Contract requiring the selected Bidder to permit the MCA Entity, MCC, or any designee of MCC, to inspect the Bidder’s or any Subcontractor’s accounts, records and other documents relating to the preparation and submission of the Bid or performance of the Contract and to have such accounts, records and other documents audited by auditors appointed by MCC or by the MCA Entity with the approval of MCC.
				4. In addition, MCC has the right to cancel any portion of the MCC Funding allocated to the Contract if it determines at any time that any representative of a beneficiary of MCC Funding engaged in coercion, collusion, corruption, fraud, obstruction of investigation into allegations of fraud or corruption, or prohibited practices during the selection process or the execution of any MCC-funded Contract, without the MCA Entity having taken timely and appropriate action satisfactory to MCC to remedy the situation.
 |
| 1. Environmental and Social Requirements

**Trafficking in Persons** | * 1. MCC has a zero-tolerance policy with regard to Trafficking in Persons. Trafficking in Persons (“TIP”) is the crime of using force, fraud, and/or coercion to exploit another person. Trafficking in Persons can take the form of domestic servitude, peonage, forced labor, sexual servitude, bonded labor, and the use of child soldiers. This practice deprives people of their human rights and freedoms, increases global health risks, fuels growing networks of organized crime, and can sustain levels of poverty and impede development. MCC is committed to ensuring appropriate steps are taken to prevent, mitigate, and monitor TIP risks in the projects it funds.
	2. The Additional Provisions (Annex A of the Contract) of this Bidding Document may set certain prohibitions, Service Provider requirements, remedies and other provisions that will be made a binding part of any Contract that may be entered into. As such, those provisions, if included, should be given careful consideration.
	3. Additional information on MCC’s requirements aimed at combating trafficking in persons can be found in the MCC Counter-Trafficking in Persons Policy (“C-TIP Policy”) that can be found on MCC’s website (<https://www.mcc.gov/resources/doc/policy-counter-trafficking-in-persons-policy>). All contracts funded by MCC are required to comply with the C-TIP Policy’s Minimum Compliance Requirements. Contracts for projects categorized by MCC as high-risk for TIP are required to implement a TIP Risk Management Plan (which is to be developed by the MCA Entity and implemented by the corresponding Service Provider).
 |
| **MCC Environmental Guidelines and IFC Performance Standards** | * 1. The Bidders and the Service Provider shall ensure that its activities, including any activities carried out by Sub-contractors, under the Contract comply with *MCC’s Environmental Guidelines* (as such term is defined in the Compact or related agreement, which are available at http://www.mcc.gov), and are not ‘likely to cause a significant environmental, health, or safety hazard’ as defined in such Environmental Guidelines. The Bidders and the Service Provider are also required to comply with IFC Performance Standards for the purposes of the Contract. Additional information on the IFC Performance Standards can be found here: <http://www.ifc.org/wps/wcm/connect/topics_ext_content/ifc_external_corporate_site/sustainability-at-ifc/policies-standards/performance-standards>
 |
|  | * 1. The eligibility criteria set forth in this Bidding Document will apply to the Bidder, including all parties constituting the Bidder, for any part of the Contract, including related services.
	2. A Bidder may be a private entity, certain government-owned entities (in accordance with MCC *Program Procurement Guidelines*), or any combination of such entities supported by a letter of intent to enter into an agreement or under an existing agreement of association in the form of a joint venture or other association.
 |
| 1. Eligible Bidders
 | * 1. A Bidder, all parties constituting the Bidder, and any subcontractors and Service Providers for any part of the Contract, including Related Services, may have the nationality of any country, subject to the nationality restrictions specified in this ITB Clause 5. An entity will be deemed to have the nationality of a country if such entity is constituted, incorporated, or registered in, and operates in conformity with, the provisions of the laws of that country.
	2. Bidders must also satisfy the eligibility criteria contained in the MCC PPG governing MCC-funded procurements under the Compact. In the case where a Bidder intends to join with an associate or sub-contract part of the Contract, then such associate or Subcontractor shall also be subject to the eligibility criteria set forth in this Bidding Document and the MCC PPG.
	3. Government-Owned Enterprises (“GOEs”) are not eligible to compete for MCC-funded contracts for goods (which includes contracts for the supply and installation of information systems) or works. GOEs (a) may not be party to any MCC-funded contract for goods or works procured through an open solicitation process, limited bidding, direct contracting, or sole source selection; and (b) may not be prequalified or shortlisted for any MCC-funded contract for goods or works anticipated to be procured through these means. This prohibition does not apply to Government-owned Force Account units owned by the Government of the MCA Entity’s country, or Government-owned educational institutions and research centers, any statistical, mapping or other technical entities not formed primarily for a commercial or business purpose, or where a waiver is granted by MCC in accordance with Part 7 of *MCC Program Procurement Guidelines*. All Bidders must certify their status as part of their Bid submission.
	4. In the case where a Bidder is, or proposes to be, a joint venture or other association (a) all members of the joint venture or association must satisfy the legal, financial, litigation and other requirements set out in this Bidding Document; (b) all members of the joint venture or association will be jointly and severally liable for the execution of the Contract; and (c) the joint venture or association will nominate a representative who will have the authority to conduct all business for and on behalf of any and all the members of the joint venture or the association during the bidding process and, in the event the joint venture or association is awarded the Contract, during Contract performance.
 |
| **Conflict of Interest** | * 1. Bidders and Service Provider shall not have a conflict of interest. All Bidders found to have a conflict of interest shall be disqualified, unless the conflict of interest has been mitigated and the mitigation is approved by MCC. The Employer requires that Bidders and the Service Provider hold the MCA Entity’s interests paramount at all times, strictly avoid conflicts of interest, including conflicts with other assignments or their own corporate interests, and act without any consideration for future work. Without limitation on the generality of the foregoing, a Bidder or Service Provider, including all parties constituting the Bidder or Service Provider, and any subcontractors for any part of the Contract, including related services, and their respective personnel and affiliates, may be considered to have a conflict of interest and disqualified or terminated if they:
		+ - 1. have at least one controlling partner in common with one or more other parties in the procurement process contemplated by this Bidding Document, or
				2. have the same legal representative as another Bidder for purposes of this Bid; or
				3. have a relationship, directly or through common third parties, that puts them in a position to have access to information about or influence over the Bid of another Bidder, or influence the decisions of the Employer regarding the selection process for this procurement; or
				4. participate in more than one Bid in this process; participation by a Bidder in more than one Bid will result in the disqualification of all Bids in which the party is involved; however, this provision does not limit the inclusion of the same Subcontractor in more than one Bid; or
				5. are, or have been associated in the past, with a person or entity, or any of their affiliates, which has been engaged to provide consulting services for the preparation of the specifications, requirements, or other documents to be used for the procurement and provision of the Non-Consulting Services under the Contract; or
				6. are themselves, or have a business or family relationship with, (i) a member of the MCA Entity’s board of directors or staff, (ii) the project’s Implementing Entity’s staff, or (iii) the Procurement Agent, Fiscal Agent, or Auditor (as defined in the Compact or related agreements) hired by the MCA Entity in connection with the Compact, any of whom is directly or indirectly involved in any part of (A) the preparation of this Bidding Document, (B) the selection process for this procurement, or (C) supervision of the Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to MCC; or
				7. any of their affiliates have been or, at present, are engaged by the MCA Entity in the capacity of the Implementing Entity, Procurement Agent, Fiscal Agent, or Auditor under the Compact.
	2. Bidders and the Service Provider that has been engaged by the MCA Entity to provide goods, works or non-consulting services for a project, and any of its affiliates, shall be disqualified from providing consulting services related to those goods, works or services. Conversely, a Bidder hired to provide consulting services for the preparation or implementation of a project, and any of its affiliates, shall be disqualified from subsequently providing goods, works or non-consulting services resulting from or directly related to such consulting services for such preparation or implementation.
	3. Bidders and the Service Provider have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of the MCA Entity, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the Bidder or the termination of the Contract.
 |
| **Government Employees** | * 1. The following restrictions shall apply (in each case subject to the limited exception set forth in ITB Sub-Clause 5.8(f) below):
1. No member of the MCA Entity’s board of directors or current employees of the MCA Entity (whether part time, or full time, paid or unpaid, in leave status, etc.) shall be proposed or work as, or on behalf of, any Bidder or Service Provider.
2. Except as provided in ITB Sub-clause 5.8(d), no current employees of the Government shall work as Personnel under their own ministries, departments or agencies.
3. Recruiting former MCA Entity or Government employees to perform services for their former ministries, departments or agencies is acceptable provided no conflict of interest exists.
4. If a Bidder proposes any Government employee as Personnel in their Bid, such Personnel must have written certification from the Government confirming that: (i) they will be on leave without pay from the time of their official Bid submission and will remain on leave without pay until the end of their assignment with the Bidder/Service Provider and they are allowed to work full-time outside of their previous official position; or (ii) they will resign or retire from Government employment on or prior to the Contract award date. Under no circumstances shall any individuals described in (i) and (ii) be responsible for approving the award of this Contract. Such certification shall be provided to the Employer by the Bidder as part of its Bid.
5. No employee of any MCC-funded accountable entity in any other country that is responsible for managing or administering any contract, grant, or other agreement between the Bidder and such other MCC-funded accountable entity shall be proposed or work as, or on behalf of, the Bidder or Service Provider.
6. In the case where a Bidder seeks to engage the services of any person falling under ITC Sub-clauses 5.8(a) – 5.8(e), who may have left the MCA Entity (or such other MCC-funded accountable entity, as the case may be) within a period of less than twelve (12) months of the date of this Bidding Document, it must obtain a “no-objection” from the MCA Entity for the inclusion of such a person, prior to the Bidder’s submission of its Bid. The MCA Entity must also obtain a “no-objection’ from MCC before replying to the Bidder on any related correspondance.
 |
| **Ineligibility and Debarment** | * 1. A Bidder or Service Provider, all parties constituting the Bidder or Service Provider, and any Subcontractors for any part of the Contract, including related services, and their respective personnel and affiliates, will not be any person or entity under (a) a declaration of ineligibility for engaging in coercive, collusive, corrupt, fraudulent, obstructive or prohibited practices as contemplated by ITB Sub-clause 3.1 above, or (b) that has been declared ineligible for participation in a procurement in accordance with the procedures set out in Part 10 of MCC *Program Procurement Guidelines* (Eligibility Verification Procedures) that can be found on MCC’s website at [www.mcc.gov/ppg](http://www.mcc.gov/ppg). This would also remove from eligibility for participation in this procurement any entity that is organized in, or has its principal place of business or a significant portion of its operations in, any country that is subject to sanctions or restrictions by law or policy of the United States.
 |
|  | * 1. A Bidder or Service Provider, all parties constituting the Bidder or Service Provider, and any Subcontractors for any part of the Contract, including related services, and their respective personnel and affiliates not otherwise made ineligible for a reason described in this ITB Clause 5 will nonetheless be excluded if:
		+ - 1. as a matter of law or official regulation, the Government prohibits commercial relations with the country of the Bidder or Service Provider (including any Associates, Subcontractors and any respective affiliates); or
				2. by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, the Government prohibits any import of goods from the country of the Bidder or Service Provider (including any Associates, Subcontractors and any respective affiliates) or any payments to entities in such country; or
				3. such Bidder or Service Provider, any parties constituting the Bidder or Service Provider, any Subcontractor, Associate, or respective personnel or affiliates are otherwise deemed ineligible by MCC pursuant to any policy or guidance that may, from time to time, be in effect as posted on MCC’s website ([www.mcc.gov](http://www.mcc.gov)).
 |
| **Evidence of Continued Eligibility** | * 1. Bidders and the Service Provider shall provide such evidence of their continued eligibility in a manner satisfactory to the Employer, as the Employer shall reasonably request.
 |
| **Commissions and Gratuities** | * 1. Bidders and the Service Provider will furnish information on commissions and gratuities, if any, paid or to be paid relating to this procurement or its Bid and during performance of the Contract if the Bidder is awarded the Contract, as requested in this Bidding Document.
 |
| 1. Eligible Goods, Materials, Equipment and Services
 | * 1. The origin of materials, equipment, and services is distinct from the nationality of the Bidder.
	2. The Non-Consulting Services to be supplied under the Contract may have their origin in any country subject to the same restrictions specified for Bidders and the Service Provider in ITB Clause 5 above. At the Employer’s request, Bidders will be required to provide evidence of the origin of Non-Consulting Services.
	3. For purposes of ITB Sub-clause 6.2, “origin” means the place where the Goods are mined, grown, cultivated, produced, manufactured or processed and from where the Services are provided. Goods are produced when, through manufacturing, processing, or substantial or major assembling of components, a commercially recognized article results that differs substantially in its basic characteristics, purposes or utility from its underlying components. With respect to Related Services, “origin” means the place from which the Related Services are supplied.
 |
| 1. Contents of Bidding Document
 |
| 1. Sections of Bidding Document
 | * 1. This Bidding Document consists of Parts 1, 2, and 3, which include all the sections indicated below and should be read in conjunction with any Addenda issued in accordance with ITB Clause 9.

**Part 1 – Bidding Procedures*** Section I. Instructions to Bidders
* Section II. Bid Data Sheet
* Section III. Qualification and Evaluation Criteria
* Section IV. Bid Submission Forms

**Part 2 – Service Requirements*** Section V. Schedule of Requirements

**Part 3 – Contract Documents*** Section VI. General Conditions of Contract
* Section VII. Special Conditions of Contract
* Section VIII. Contract Forms and Annexes
	1. Unless obtained directly from the Employer, the Employer is not responsible for the completeness of the bidding document, responses to requests for clarification, the Minutes of the Pre-Bid Conference (if any), or Addenda to the bidding document. In case of any contradiction, documents obtained directly from the Employer shall prevail.
	2. The Bidder is expected to examine all instructions, forms, terms, and Schedule of Requirements in this Bidding Document. Failure to furnish all information or documentation required by this Bidding Document may result in the rejection of the Bid.
 |
| 1. Clarification of Bidding Document
 | * 1. A prospective Bidder requiring any clarification of this Bidding Document shall contact the Employer in writing, at the Employer’s address **indicated in the BDS**. The Employer will respond in writing to any request for clarification, provided that such a request is received no later than the date **indicated in the BDS** prior to the deadline for submission of Bids. The Employer shall send written copies of the responses, including a description of the inquiry but without identifying its source, to Bidders who have registered or obtained the Bidding Document directly from the Employer by the date **specified in the BDS**. The Employer will also post a copy of the responses and inquiry descriptions to the Employer’s website, if one exists. Should the clarification result in changes to the essential elements of this Bidding Document, the Employer shall amend this Bidding Document following the procedure under ITB Clause 9 and Sub-clause 25.2.
	2. The Bidders’ designated representatives are invited to attend a Pre-Bid Conference, **if provided for in the BDS**. The purpose of the conference will be to clarify the issues and to answer questions on any matter that may be raised at that stage. Attending any Pre-Bid Conference is strongly advised, but not mandatory. Attending any Pre-Bid Conference and/or a site visit shall not be taken into account in the evaluation of Bids. The cost of attending the Pre-Bid Conference and/or Site Visit shall be at the Bidder’s own expense.
	3. Minutes of the Pre-Bid Conference, including the text of the questions raised, without identifying the source, and the responses given, together with any responses prepared after the conference, will be posted on the Employer’s website if one exists, and shall be transmitted in writing to all Bidders who have registered or obtained the Bidding Document directly from the Employer. Any modification to this Bidding Document that may become necessary as a result of the Pre-Bid Conference shall be made by the Employer exclusively through the issue of an Addendum and not through the minutes of the Pre-Bid Conference.
 |
| 1. Amendment of Bidding Document
 | * 1. At any time prior to the deadline for submission of Bids, the Employer may amend this Bidding Document by issuing Addenda.
	2. All Addenda issued shall be part of this Bidding Document shall be communicated in writing to all Bidders that have registered or obtained the Bidding Document directly from the Employer, and posted on the Employer’s website, if one exists.
	3. To give prospective Bidders reasonable time in which to take an Addendum into account in preparing their Bids, the Employer may extend the deadline for the submission of Bids at its sole discretion.
 |
| 1. Preparation of Bids
 |
| 1. Cost of Bidding
 | * 1. Except as otherwise **specified in the BDS**, the Bidder shall bear all costs associated with the preparation and submission of its Bid and Contract finalization, and the Employer shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
 |
| 1. Language of Bid
 | * 1. The Bid, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and the Employer, shall be written in the language **specified in the BDS**. Supporting documents and printed literature that are part of the Bid may be in another language provided they are accompanied by an accurate translation of the relevant passages into the language **specified in the BDS**, in which case, for purposes of interpretation of the Bid, such translation shall govern.
 |
| 1. Documents Comprising the Bid
 | * 1. The Bid shall comprise the duly filled Bid Submission Forms and any other document **required in the BDS**.
	2. In addition to the requirements above, Bids submitted by a joint venture or other association shall include a copy of the joint venture/Association agreement entered into by all members. Alternatively, a letter of intent to execute a joint venture/Association agreement shall be signed by all members and submitted with the Bid, together with a copy of the proposed agreement.
	3. If there is a change in the legal structure of the Bidder after the Bid submission, the Bidder is required to immediately inform the Employer. However, any change of legal structure shall not be used to satisfy a qualification requirement that was not satisfied as of the deadline of Bid submission.
 |
| 1. Bid Submission Forms
 | * 1. The Letter of Bid and Price Schedules shall be prepared using the relevant forms furnished in Section IV. Bid Submission Forms. These forms must be completed without any alterations to its text, and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested.
 |
| 1. Alternative Bids
 | * 1. Unless otherwise **specified in the BDS**, alternative Bids shall not be considered.
 |
| 1. Bid Prices and Discounts
 | * 1. The prices and discounts quoted by a Bidder in the Letter of Bid and in the Price Schedules shall conform to the requirements specified below. Discounts are permitted only when bidding for multiple lots and will be considered in the evaluation process as specified in Section III. Qualification and Evaluation Criteria.
	2. The Bidder shall list and price all lots and items separately in the Price Schedules. Omitted items and items against which no price is entered by the Bidder will not be paid for by the Employer and shall be deemed covered by the prices of other items in the Price Schedules.
	3. The price to be quoted in the Letter of Bid, in accordance with ITB Sub-clause 15.1, shall be the total price of the Bid, including any discounts offered.
	4. The Bidder shall quote any unconditional discounts and indicate the method for their application in the Letter of Bid.
	5. The terms EXW, CIF, CIP, and other similar terms shall be governed by the rules prescribed in Incoterms edition **specified in the BDS** published by The International Chamber of Commerce.
	6. The prices to be quoted in the Letter of Bid and Price Schedules in accordance with ITB Sub-clause 13.1 shall be the all-inclusive price of the Services, including transportation, insurance and all services required to deliver the Services to the locations specified in the Schedule of Requirements.
	7. Prices quoted by the Bidder shall be fixed during a Bidder’s performance of the Contract and not subject to variation on any account, unless otherwise **specified in the BDS**. A Bid submitted with “adjustable prices” shall be treated as non-responsive and shall be rejected. However, if in accordance with the BDS, prices quoted by the Bidder shall be subject to adjustment during the performance of the Contract, a Bid submitted with a fixed price quotation shall not be rejected, but the price adjustment shall be treated as zero for the evaluation purpose.
	8. If so indicated in the BDS ITB Sub-clause 1.1, Bids shall be invited for individual contracts (lots) or for any combination of contracts (packages). Unless otherwise **indicated in the BDS**, prices quoted shall correspond to 100% of the items specified for each lot and to 100% of the quantities specified for each item of a lot. Bidders wishing to offer any price reduction (discount) for the award of more than one contract (lot) shall specify the applicable price reduction in accordance with ITB Sub-clause 15.4 provided the Bids for all lots are submitted and opened at the same time.
	9. The General Conditions of Contract (Section VI) sets forth the tax provisions of the Contract. Bidders should review this clause carefully in preparing their Bid.
 |
| 1. Currencies of Bid and Payment
 | * 1. The currency(ies) of the Bid and currency(ies) of payment shall be as **specified in the BDS**.
 |
| 1. Documents Establishing the Eligibility of the Bidder
 | * 1. To establish their eligibility in accordance with ITB Clause 5, Bidders shall complete the Bid Submission Form (BSF1) and the Government-Owned Enterprise Certification Form (BSF1.1), included in Section IV. Bid Submission Forms.
 |
| 1. Documents Establishing the Eligibility of the Non-Consulting Services
 | * 1. To establish the eligibility of the Non-Consulting Services in accordance with ITB Clause 5, Bidders shall complete the country of origin declarations in the Price Schedule Forms (BSF8, BSF9), included in Section IV. Bid Submission Forms.
	2. If so **indicated in the BDS**, a Bidder that does not manufacture or produce the Goods it offers to supply shall submit the Manufacturer’s Authorization using the form included in Section IV. Bid Submission Forms to demonstrate that it has been duly authorized by the manufacturer or producer of the Goods to supply these Goods in the Employer’s Country. Alternatively, if so **indicated in the BDS**, the Bidder must be an Original Equipment Manufacturer (OEM) and manufacture or produce the Goods it offers to supply.
	3. If so **indicated in the BDS**, in case of a Bidder not doing business within the Employer’s Country, the Bidder shall be (if awarded the Contract) represented by an Agent in the country equipped and able to carry out the Service Provider’s maintenance, repair and spare parts-stocking obligations prescribed in the Conditions of Contract and/or Technical Specifications; and this Agent shall meet the qualification criteria related to the post-delivery period specified in Section III. Qualification and Evaluation Criteria, if any.
 |
| 1. Documents Establishing the Conformity of the Non-Consulting Services
 | * 1. To establish the conformity of the Non-Consulting Services to the Bidding Document, the Bidder shall furnish as part of its Bid the documentary evidence that the Goods and Services conform to the technical specifications, including all requirements and standards specified in Section V. Schedule of Requirements.
	2. The documentary evidence may be in the form of literature, drawings or data, and shall consist of a detailed item by item description of the essential technical and performance characteristics of the Non-Consulting Services, demonstrating substantial responsiveness of the Non-Consulting Services to the technical specification, including all requirements and standards, and if applicable, a statement of deviations and exceptions to the provisions of the Schedule of Requirements.
	3. A Bidder shall also furnish a list giving full particulars, including available sources and current prices of spare parts, special tools, etc., necessary for the proper and continuing functioning of the Goods during the period **specified in the BDS**, following commencement of the use of the Goods by the Employer. Unless otherwise **specified in the BDS** and Section III. Qualification and Evaluation Criteria, these prices shall not be included in the bid evaluation.
	4. Standards for workmanship, process, material, and equipment, as well as references to brand names or catalogue numbers specified by the Employer in the Schedule of Requirements, are intended to be descriptive only and not restrictive. A Bidder may offer other standards of quality, brand names, and/or catalogue numbers, provided that it demonstrates, to Employer’s satisfaction, that the substitutions ensure substantial equivalence or are superior to those specified in the Schedule of Requirements.
 |
| 1. Documents Establishing the Qualifications of the Bidder
 | * 1. The documentary evidence of the Bidder’s qualifications to perform the Contract if its Bid is accepted shall establish, to the Employer’s satisfaction, the criteria specified in Section III. Qualification and Evaluation Criteria.
 |
| 1. Period of Validity of Bids
 | * 1. Bids shall remain valid for the period **specified in the BDS** after the bid submission deadline date prescribed by the Employer. A Bid valid for a shorter period shall be rejected by the Employer as non-responsive.
	2. In exceptional circumstances, prior to the expiration of the Bid validity period, the Employer may request Bidders to extend the period of validity of their Bids. The request and the Bidder’s responses shall be made in writing. If required, the Bid Security shall also be extended for a period of twenty-eight (28) days beyond the deadline of the extended bid validity period. A Bidder may refuse the request without forfeiting its Bid security. A Bidder granting the request shall not be required or permitted to modify its Bid.
	3. If the award is delayed by a period exceeding eighty-four (84 days) beyond the expiry of the initial Bid validity, the following conditions shall apply:
		1. Rates quoted by Bidders in their Price Schedules shall be adjusted by the factor **specified in the BDS**; and
		2. Bid evaluation shall be based on the Bid price without taking into consideration any adjustment applied pursuant to paragraph (a) above.
 |
| 1. Bid Security
 | * 1. If so **required in the BDS**, the Bidder shall furnish, as part of its Bid, a Bid Security in original form. The submissions without a Bid Security shall not be considered, if the Bid Security is required in the BDS.
	2. The Bid Security shall be in the amount and currencies **specified in the BDS** and shall:
		+ - 1. at the Bidder’s option, be in the form of either an unconditional bank guarantee substantially in the format of Form of Bid Security (Bank Guarantee) (BSF6) included in Section IV. Bid Submission Forms, or another type of security **specified in the BDS**;
				2. be issued by a reputable institution selected by the Bidder and located in any eligible country (as determined in accordance with ITB Clause 5); if the institution issuing the bank guarantee is located outside Employer’s country, it shall have a correspondent financial institution located within Employer’s country to make it enforceable;
				3. be payable promptly upon written demand by the Employer in case the conditions listed in ITB Sub-clause 22.3 are invoked;
				4. be submitted in its original form; copies will not be accepted; and
				5. remain valid for a period of twenty-eight (28) days beyond the original validity period of Bids, or beyond any period of extension subsequently requested under ITB Sub-clause 21.2.
	3. Any Bid not accompanied by a substantially responsive Bid Security (if required) in accordance with ITB Clause 22, shall be rejected by the Employer as nonresponsive. The Bid Security may be forfeited:
		+ - 1. if a Bidder withdraws its Bid during the period of Bid validity specified by the Bidder in the Letter of Bid, except as provided in ITB Sub-clause 21.2; or
				2. if the successful Bidder fails within the specified time to:

(i) furnish the required Performance Security in accordance with GCC Clause 16 as described in ITB Clause 42; or(ii) sign the Contract in accordance with ITB Clause 41.* 1. The Bid Security of a Joint Venture or Association must be in the name of the association that submits the Bid. If the association has not been legally constituted at the time of bidding, the Bid Security shall be in the names of all future partners, or in the name of the designated representative (partner in charge or lead member) as named in the letter of intent or similar document in connection with the formation of the Joint Venture or Association.
	2. The procedure for the submission of the Bid Security under electronic submission is provided for in ITB Sub-clause 24.3.
 |
| 1. Format and Signing of Bid
 | * 1. Where electronic submission is required pursuant to ITB Sub-clause 24.1, only one copy each of the Bid shall be submitted. In all instances, this copy shall be construed to be the original. In all cases of electronic submissions, the signatures may be written or electronically signed using any applicable software. If submitting by hard copy if required by ITB Sub-clause 24.1, a Bidder shall prepare ONE (1) original set of the documents comprising the Bid pursuant to ITB Clause 12 and clearly mark it “Original.” The original shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Bidder. This authorization shall consist of a written confirmation as **specified in the BDS** and shall be attached to the Bid. The person or persons signing the Bid shall initial all pages of the Bid where entries and amendments have been made.
	2. In addition, if submitting by hard copy if required by ITB Sub-clause 24.1, the Bidder shall prepare copies of the Bid in the number **specified in the BDS** and clearly mark them “Copy.”
	3. The Bid shall contain no alterations or additions, except those made to comply with the 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.
	4. A Bid submitted by a Joint Venture or other association shall comply with the following requirements:
1. be signed so as to be legally binding on all partners; and
2. include the Bidder's representatives’ authorization and be signed by those legally authorized to sign on behalf of the Joint Venture or association.
 |
| 1. Submission and Opening of Bids
 |
| 1. Bid Submission

**Bid Submission (Hard Copy)** | * 1. If **specified in the BDS**, Bidders shall submit their bids in hard-copy format (by hand, post or courier) as provided for in ITB Sub-clause 24.2, or via electronic means, as provided in ITB Sub-clause 24.3.
	2. This ITB Sub-clause 24.2 refers to bid submission by hard copy.
		+ 1. Bidders who submit their Bids by mail or by hand are reminded that distance and customs formalities may require longer than expected delivery times.
			2. The authorized representative of the Bidder signing the “Original” of the Bid shall provide within the Bid an authorization in the form of a written letter demonstrating that the person signing has been duly authorized to sign the “Original” on behalf of the Bidder. The signed Bid shall be clearly marked “Original”.
			3. Copies of the Bid shall be clearly marked “Copy.” It is preferred that all copies required should be made by photocopying the “Original” as appropriate. However, the Bidder should note that if copies are made by any other means and discrepancies are found between the original and any of the copies of the relevant documents, then the “Original” shall govern.
			4. The “Original” and each “Copy” shall be placed in a sealed envelope/parcel and clearly marked.
			5. Each envelope/parcel shall bear the name and address of the Employer as **stated in the BDS**, the name and address of the Bidder (in case they have to be returned unopened, and the identification of the procurement as **stated in the BDS**).
			6. The Employer shall not be responsible for misplacement, losing or premature opening if the outer envelope/carton is not sealed and/or marked as stipulated. This circumstance may be cause for Bid rejection.
 |
| **Bid Submission (Electronic)** | * 1. This ITB Sub-clause 24.3 refers to bid submission by electronic means.
		+ 1. The bid submission forms should be in the form and format shown in Section IV. Bid Submission Forms.
			2. If required in ITB Sub-clause 23.1, the authorized representative of the Bidders signing the Bids shall provide within the Bid an authorization in the form of a written power of attorney demonstrating that the person signing has been duly authorized to sign on behalf of the Bidder, and its Associates, as applicable.
			3. Bidders shall be provided with a File Request Link (FRL) **specified in the BDS** upon requesting the Bidding Document which shall be used to submit their Bids and all other bid-related documents.
			4. Submissions both by hard copy and by email are not acceptable and shall result in Bid rejection. The Employer shall not be responsible for misplaced or mis-sent bids submitted not using the FRL. This circumstance may be cause for Bid rejection.
			5. The FRL shall expire on the bid submission deadline specified in ITB Sub-clause 25.1. The Bid and any other related documents shall be submitted solely via the FRL, which can be used more than once to submit additional documents.
			6. All submitted documents (whether as standalone files or files in folders) shall be in Microsoft Office or PDF format. The documents submitted shall not exceed 10GB each. No compressed files or folders are accepted, thus documents submitted in any archived and/or compressed format (compressed by WinZip - including any application of the zip family-, WinRAR, 7z, 7zX, or any other similar formats) shall be rejected.
			7. Bids are not required to be password-protected, but may be protected at the Bidder’s discretion. Bidders who choose to password-protect their Bids can do so to protect against inadvertent untimely opening of their bid, but at their own responsibility for providing the correct password as **specified in the BDS**. If a Bidder fails to provide the correct password that opens the files so its relevant contents can be announced by the deadline **provided in the BDS**, their Bid shall be rejected. Bidders cannot provide this password via the File Request Link, but should be sent to the email address indicated in the BDS.
			8. Bidders should use the following filename format for Bids:
1. [Bidder’s Name] – Bid Title - Ref# [insert Bidding Document number]
	* + 1. Bidders are informed that the capability of their internet bandwidth will determine the speed in which their bids are uploaded via the FRL. Bidders are therefore advised to commence the process of uploading their Bids via the FRL in good time before the Bid submission deadline. As noted above, this link shall expire at the Bid submission deadline, and cannot be reopened except under the provision of ITB Sub-clause 9.3 and ITB Sub-clause 25.2.
			2. For the purposes of electronic submission, the scanned copy of the Bid Security must be submitted by the deadline for submission of Bids in ITB Sub-clause 25.1. The hard copy of the Bid Security shall be submitted by the date **specified in the BDS**. Failure to submit the hard copy by that date shall result in rejection of the bid. For the avoidance of doubt, in procurements where electronic submission is not permitted all Bid Securities shall be submitted by the deadline in ITB Sub-clause 25.1.
 |
| 1. Deadline for Submission of Bids
 | * 1. Bids must be received by the Employer at the address **specified in the BDS** and no later than the date and time **specified in the BDS** or any extension of this date in accordance with ITB Sub-clause 25.2.
	2. The Employer may, at its discretion, extend the deadline for the submission of Bids by issuing an amendment in accordance with ITB Clause 9, in which case all rights and obligations of the Employer and the Bidders previously subject to the original deadline shall then be subject to the deadline as extended.
 |
| 1. Late Bids
 | * 1. The Employer shall not consider any Bid that arrives after the deadline for submission of Bids, in accordance with ITB Clause 25. Any Bid received by the Employer after the deadline for submission of Bids shall be declared late, rejected and returned unopened (if submitted as a hard copy) at the request and cost of the Bidder.
 |
| 1. Withdrawal, Substitution, and Modification of Bid
 | * 1. A Bidder may withdraw, substitute, or modify its Bid prior to the deadline for the submission of Bids by sending a written notice - through the File Request Link indicated in ITB Sub-clause 24.3 c) if electronic submission is used - duly signed by an authorized representative, and shall include a copy of the authorization of the person signing in accordance with ITB Sub-clause 23.1. The corresponding substitution or modification of the Bid must accompany the respective written notice. All notices must be:
		+ - 1. submitted in accordance with ITB Clauses 24 and 25 (except that withdrawal notices do not require copies), and in addition, the respective envelopes shall be clearly marked “Withdrawal,” “Substitution,” or “Modification,” and
				2. received by the Employer prior to the deadline prescribed for submission of bids, in accordance with ITB Clause 25.
 |
|  | * 1. Bids requested to be withdrawn in accordance with this ITB Clause shall be returned unopened to the Bidders, at the request and cost of the Bidders. Bids submitted via electronic submission shall not be returned.
 |
|  | * 1. No Bid may be withdrawn, substituted, or modified in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Bidder in the Letter of Bid or any extension thereof.
 |
| 1. Bid Opening
 | * 1. Whether submitted by hard copy or electronically, the Employer shall open the Bids in a public bid opening that will include Bidders’ representatives as well as anyone who chooses to attend at the time and in the place **specified in the BDS**. Any specific opening procedures required if electronic Bidding is permitted in accordance with the BDS, shall be as **specified in the BDS**.
 |
|  | * 1. Firstly, submissions marked “Withdrawal” shall be opened and read out, while Bids for which an acceptable notice of withdrawal has been submitted pursuant to ITB Clause 27 shall not be opened. No Bid withdrawal shall be permitted unless the corresponding withdrawal notice contains a valid authorization to request the withdrawal and is read out at Bid opening. Next, submissions marked “Substitution” shall be opened and read out and exchanged with the corresponding Bid being substituted, and the substituted Bid shall not be opened, but returned to the Bidder. No Bid substitution shall be permitted unless the corresponding substitution notice contains a valid authorization to request the substitution and is read out at Bid opening. Submissions marked “Modification” shall then be opened and read out with the corresponding Bid. No Bid modification shall be permitted unless the corresponding modification notice contains a valid authorization to request the modification and is read out at Bid opening. Only submissions that are opened and read out at Bid opening shall be considered further.
 |
|  | * 1. All other documents shall be opened one at a time, reading out: the Bidders’ names, the Bid prices, the total amount of each Bid and of any alternative Bid (if requested or permitted in BDS), any discounts, substitutions, or modifications, the presence or absence of Bid Security and such other details as the Employer may consider appropriate. No Bid shall be rejected at Bid opening except for the late Bids pursuant to ITB Clause 26. Substitutions and modifications submitted pursuant to ITB Clause 27 that are not opened and read out at Bid opening shall not be considered for further evaluation regardless of the circumstances. Late, withdrawn and substituted Bids shall be returned unopened at the request and cost of the Bidder.
 |
|  | * 1. The Employer shall prepare minutes of the Bid opening, which shall include, at a minimum: the name of the Bidder, the existence of a signed Letter of Bid, whether there is a withdrawal, substitution, or modification, and the presence or absence of a Bid Security, if one was required. A copy of the record shall be distributed to all Bidders who submitted Bids on time, and posted on the Employer’s website, if one exists.
 |
| 1. Evaluation of Bids
 |
| 1. Confidentiality
 | * 1. From the time Bids are opened to the time the Contract is awarded, Bidders may not contact the Employer on any matter related to their Bids. Information relating to the examination, clarification, evaluation, and comparison of Bids and recommendations for the award of the Contract shall not be disclosed to the Bidders or any other persons not officially concerned with such process until notification of the evaluation results has been issued pursuant to ITB Clause 39. The undue use by any Bidder of confidential information related to the process may result in the rejection of its Bid or may invalidate the entire procurement process.
	2. Any attempt or effort by a Bidder to influence the Employer in the evaluation of Bids or Contract award decisions may subject the Bidder to the provisions of the Government’s, the Employer’s, and MCC’s anti-fraud and corruption policies and the application of other sanctions and remedies to the extent applicable.
	3. Notwithstanding the above, 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 bidding process, it may do so in writing at the address **specified in the BDS**.
 |
| 1. Clarification of Bids
 | * 1. To assist in the examination and evaluation of Bids, the Employer may, at its discretion, ask any Bidder for a clarification of its Bid. Any clarification submitted by a bidder that is not in response to a request by the Employer shall not be considered. The Employer’s request for clarification and the Bidder’s response shall be in writing. No change in the prices or substance of the Bid shall be sought, offered, or permitted except to confirm the correction of arithmetic errors discovered by Employer in the evaluation of the Bids in accordance with ITB Clause 32.
	2. If a Bidder does not provide clarification of its Bid by the date and time set in the Employer’s request for clarification, its Bid may be rejected, and if so, its Bid Security returned as described in ITB Sub-clause 43.1.
 |
| 1. Bid Responsiveness
 | * 1. During the evaluation of Bids, the following definitions apply:
1. “Deviation” is a departure from the requirements specified in the Bidding Documents;
2. “Reservation” is the setting of limiting conditions or withholding from complete acceptance of the requirements specified in the Bidding Documents; and
3. “Omission” is the failure to submit part or all of the information or documentation required in the Bidding Documents.
	1. A substantially responsive Bid is one that conforms to all the terms, conditions, and specifications of the Bidding Document without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that:
		1. if accepted, would:
4. affect in any substantial way the scope, quality, or performance of the Non-Consulting Services; or
5. limit in any substantial way, inconsistent with this Bidding Document, the Employer’s rights or the Bidder’s obligations under the proposed Contract; or
	* 1. if rectified, would unfairly affect the competitive position of other Bidders presenting substantially responsive Bids.
	1. If a Bid is not substantially responsive to the requirements of the Bidding Document, it shall be rejected by the Employer, and may not subsequently be made responsive by correction of the material deviation, reservation, or omission.
 |
|  | * 1. Provided that a Bid is substantially responsive, the Employer may waive any nonconformities in the Bid.
	2. Provided that a Bid is substantially responsive, the Employer may request that the Bidder submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the bid related to documentation requirements. Such omission shall not be related to any aspect of the price of the Bid. Failure of the Bidder to comply with the request may result in the rejection of its Bid.
	3. Provided that a Bid is substantially responsive, the Employer shall rectify quantifiable nonmaterial nonconformities related to the Bid Price.
 |
| 1. Correction of Arithmetical Errors
 | * 1. Provided the Bid is substantially responsive, the Employer shall correct arithmetical errors on the following basis:
		+ - 1. if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total 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 line item total as quoted shall govern and the unit price shall be corrected;
				2. 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
				3. 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.
	2. If a Bidder does not accept the correction of errors, its Bid shall be rejected, and its Bid Security returned as described in ITB Sub-clause 46.1.
 |
| 1. Examination of Terms and Conditions; Technical Evaluation
 | * 1. The Employer shall examine the Bid to confirm that all terms and conditions specified in the GCC and the SCC have been accepted by the Bidder without any material deviation or reservation.
	2. The Employer shall evaluate the technical aspects of the Bid, to confirm that all requirements specified in the Schedule of Requirements of the Bidding Document have been met without any material deviation or reservation.
	3. If, after the examination of the terms and conditions and the technical evaluation, the Employer determines that the Bid is not substantially responsive in accordance with ITB Clause 31, it shall reject the Bid.
 |
| 1. Conversion to Single Currency
 | * 1. For evaluation purposes, the currency(ies) of the Bids shall be converted into a single currency **as specified in the BDS**.
 |
| 1. Bid Evaluation
 | * 1. The Employer shall use the criteria and methodologies listed in this Clause, as complemented by the provisions of Section III. Qualification and Evaluation Criteria. No other evaluation criteria or methodologies shall be permitted.
	2. The Employer's evaluation of a Bid will exclude and not take into account:
		+ - 1. any allowance for price adjustment during the period of execution of the contract, if provided in the Bid; and
				2. any other factors specified as being excluded in Section III. Qualification and Evaluation Criteria.
	3. If so indicated inSection III. Qualification and Evaluation Criteria, Employer's price evaluation of a Bid may require the consideration of other factors, in addition to the Bid price quoted in accordance with ITB Clause 15. These factors may be related to the characteristics, performance, and terms and conditions of purchase of the Non-Consulting Services. The effect of the factors selected, if any, shall be expressed in monetary terms to facilitate comparison of Bids, unless otherwise specified in Section III. Qualification and Evaluation Criteria.
 |
| 1. Price Reasonableness
 | * 1. The Employer shall make a determination of price reasonableness as required in the *MCC Program Procurement Guidelines*. If the price reasonableness analysis suggests that a Bid is significantly unbalanced or front loaded, the Employer may require the Bidder to produce a detailed price analysis for any or all items of the Price Schedules that demonstrates the internal consistency of prices with the implementation methods and schedule proposed.
	2. After the evaluation of the information and detailed price analysis presented by the Bidder, the Employer may as appropriate:
		+ - 1. accept the Bid; or
				2. require that the total amount of the Performance Security be increased at the expenses of the Bidder to a level not exceeding the percentage **specified in the BDS**; or
				3. reject the Bid.
	3. A negative determination of price reasonableness (either unreasonably high or unreasonably low) may be a reason for rejection of the Bid at the discretion of the Employer. The Bidder shall not be permitted to revise its Bid after this determination.
	4. If the Bidder declines to increase the Performance Security as required in ITB Sub-clause 33.2 (b), its Bid will be rejected and its Bid Security returned as described in ITB Sub-clause 46.1.
 |
| 1. No Margin of Preference
 | * 1. In accordance with the MCC PPG, a margin of preference for domestic Bidders or any other nationality shall not be used.
 |
| 1. Past Performance and Reference Check
 | * 1. In accordance with the MCC PPG, the Bidder’s performance on earlier contracts will be considered a factor in the Employer’s qualification of the Bidder. The Employer reserves the right to check the performance references provided by the Bidder or to use any other source at the Employer’s discretion. If the Bidder (including any of its associates or joint venture/association members) is or has been a party to an MCC-funded contract (either with MCC directly or with any Millennium Challenge Account Entity, anywhere in the world), whether as a lead contractor, affiliate, associate, subsidiary, subcontractor, or in any other role, the Bidder must identify the contract in its list of references submitted with its Bid using Bidding Form BSF7: References of Past Contracts. Failure to include any such contracts may be used to form a negative determination by the Employer on the Bidder’s record of performance in prior contracts. However, the failure to list any contracts because the Bidder (including any of its associates or joint venture/association members) has not been a party to any such contract will not be grounds for a negative determination by the Employer on the Bidder’s record of performance in prior contracts. That is, prior performance in connection with an MCC-funded contract is not required. The Employer will check the references, including the Bidder’s past performance reports filed in MCC’s Contractor Past Performance Reporting System (“CPPRS”). A negative determination by the Employer on the Bidder’s record of performance in prior contracts may be a reason for disqualification of the Bidder at the discretion of the Employer.
 |
| 1. Employer’s Right to Accept Any Bid, and to Reject Any or All Bids
 | * 1. The Employer reserves the right to accept or reject any Bid, and to annul the bidding process and reject all Bids at any time prior to Contract award, without thereby incurring any liability to Bidders. In case of annulment, all Bids submitted and specifically Bid Securities shall be promptly returned to the Bidders at the Bidder’s request but at the Employer’s expense. If all Bids are rejected, the Employer shall review the causes justifying the rejection and consider making revisions to the conditions of Contract, specifications, scope of the Contract, or a combination of these, before inviting new Bids. The Employer reserves the right to cancel the procurement if this is no longer in the interest of the Employer.
 |
| 1. Award of Contract
 |
| 1. Award Criteria
 | * 1. Subject to ITB Sub-clause 39.1, the Employer shall award the Contract to the Bidder who submitted the lowest evaluated Bid and is substantially responsive to this Bidding Document, provided that the Bidder is determined to be qualified to perform the Contract satisfactorily
 |
| 1. Employer’s Right to Vary Quantities at Time of Award
 | * 1. At the time the Contract is awarded, the Employer reserves the right to increase or decrease the quantity of Non-Consulting Services originally specified in Section V. Schedule of Requirements, provided this does not exceed the percentages **indicated in the BDS**, and without any change in the unit prices or other terms and conditions of the Bid and the Bidding Document.
 |
| 1. Notification of Evaluation Results
 | * 1. Prior to the expiration of the period of Bid validity, the Employer shall send the Notice of Intent to Award (“NOITA”) to the successful Bidder. NOITA shall include a statement that the Employer shall issue a formal Notification of Award and draft Contract Agreement after expiration of the period for filing a Bid challenge and the resolution of any Bid challenges that are submitted. Delivery of the NOITA shall not constitute the formation of a contract between the Employer and the successful Bidder and no legal or equitable rights will be created through the delivery of the Notice of Intent to Award.
	2. At the same time it issues the NOITA the Employer shall also notify, in writing, all other Bidders of the results of the bidding. The Employer shall promptly respond in writing to any unsuccessful Bidder who, after receiving notification of the bidding results, makes a written request for a debriefing as provided in the MCC PPG, or submits a formal Bid challenge.
 |
| 1. Bid Challenges
 | * 1. Bidders may challenge the results of a procurement only according to the rules established in the Bid Challenge System developed by the Employer and approved by MCC. The rules and provisions of the Bid Challenge System are as **indicated in the BDS**.
 |
| 1. Signing of Contract
 | * 1. Upon expiration of the period for timely filing and the resolution of any Bid challenges that are submitted, the Employer shall send the Notification of Award to the successful Bidder.
	2. The Notification of Award shall include the Contract Forms for the review and signature of the successful Bidder. The Notification of Award shall specify the sum that the Employer will pay the Service Provider for the delivery of Non-Consulting Services. Until a formal Contract is prepared and executed, the Notification of Award shall constitute a binding Contract between the Employer and the Service Provider.
	3. Within twenty-eight (28) days of issuance from the Employer of the Contract Agreement, the successful Bidder shall sign, date, and return it to the Employer, along with a Performance Security as per ITB Clause 42, the completed Compliance with Sanctions Certification Form and PS-2 Self-Certification Form for Contractors included in Section VIII. Contract Forms and Annexes.
 |
| 1. Performance Security
 | * 1. Within twenty-eight (28) days of receipt of the Notification of Award from the Employer, the successful Bidder shall furnish a Performance Security in accordance with GCC Clause 16, using for that purpose the Performance Security Form included in Part 3. Conditions of Contract and Contract Forms. The Bidder shall also furnish the Compliance with Sanctions Certification Form and Service Provider Self-Certification Form.
	2. Failure of the successful Bidder to submit the Performance Security or to sign the Contract in accordance with ITB Clauses 41 and 42 shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security. In that event the Employer may award the Contract to the next lowest responsive and qualified Bidder.
 |
| 1. Publication of Award and Return of Bid Securities
 | * 1. Upon receipt of the signed Contract Agreement and a valid Performance Security, the Employer shall return the Bid Securities of unsuccessful Bidders and shall publish in UNDB Online, in dgmarket and on the Employer’s website and other places as MCC may specify and in accordance with *MCC Program Procurement Guidelines*, the results identifying the Bid and the following information:
1. the name of the winning Bidder;
2. the price of the winning Bid and the price of the Contract award if different; and
3. the duration and the summary scope of the Contract awarded.
 |
| 1. Compact Conditionalities
 | * 1. Bidders are advised to examine and consider carefully the provisions that are set forth in Annex A (Additional Provisions) to the Contract as these are a part of the Government’s and the Employer’s obligations under the Compact and related documents which, under the terms of the Compact and related documents, are required to be transferred onto any Bidder, Service Provider or Subcontractor who partakes in procurement or subsequent contracts in which MCC Funding is involved.
	2. The provisions set forth in Annex A to the Contract apply during the bidding procedures as well as throughout the performance of the Contract.
 |
| 1. Inconsistencies with *MCC Program Procurement Guidelines*
 | * 1. The procurement that is the subject of this Bidding Document is being conducted in accordance with and is subject in all respects to *MCC Program Procurement Guidelines*. In the event of any conflict between any section or provision of this Bidding Document (including any Addenda that may be issued to this Bidding Document) and the *MCC Program Procurement Guidelines*, the terms and requirements of the *MCC Program Procurement Guidelines* shall prevail, unless MCC has granted a waiver of the guidelines.
 |
| 1. Contractor Past Performance Reporting System Requirements
 | * 1. During the performance of the Contract, the Employer shall maintain a performance record of the Contractor in accordance with MCC’s Contractor Past Performance Reporting System as described on MCC’s website.
 |

## Section II Bid Data Sheet

|  |
| --- |
| 1. General
 |
| **ITB Definitions** | (n) “Employer” means **[full legal name of the Employer]**.(r) “Government” means the government of **[country]**.(t) “Implementing Entity” means the **[name of government affiliate],** *[if applicable or enter N/A*].(w) “MCA Entity” means **[full legal name of the MCA Entity]**.*[Note: Insert whichever of the definitions below applies. Otherwise, state "Not Applicable":* (i) “Compact” means the Millennium Challenge Compact between the United States of America, acting through the Millennium Challenge Corporation, and the Government, entered into on **[date]**, as may be amended from time to time.(j)“Compact Development Funding Agreement” or “CDF Agreement” means [the Compact Development Funding Agreement between MCC and the Government on **[date]**, as may be amended from time to time(ss) “Threshold Program Grant Agreement” means [the Threshold Program Grant Agreement between the United States of America, acting through the Millennium Challenge Corporation, and the Government, entered into on **[date]**, as may be amended from time to time.] |
| **ITB 1.1** | The name and identification of the proposed Contract is:**[insert name and identification number]**The number and description of the lot(s) is:**[insert number and description]** |
| **ITB 5.3** | GOE provisions are not applicable to Non-consulting services, and therefore Bidders are not required to submit any form.  |
| 1. Contents of Bidding Document
 |
| **ITB 8.1** | Clarifications may be requested by e-mail not later than [**insert date (no later than 21 days from issue of BD)**] , so that responses can be issued to all Bidders not later than [**insert date (no later than 28 days from issue of BD**].The address for requesting clarifications is:**[full legal name of the Employer]** Att.: The Procurement Agent Address: **[insert mailing address]**Email: **[insert email address]**Employer’s Website Address: **[insert website address]** |
| **ITB 8.2**  | A Pre-Bid Conference will not be heldORA Pre-Bid Conference will be held at **[insert time]** (local time) on **[insert date and location]**. Attendance is strongly advised for all prospective Bidders or their representatives but is not mandatory. ORA Pre-Bid Conference will be held at **[insert time]** (local time) on **[insert date and location]** via webinar through the following links**.** *[delete whichever is not appropriate]* |
| **ITB 10.1** | The Employer shall refund the costs associated with the preparation and submission of the bid, up to a maximum of **[insert amount].****OR**The Employer shall not refund the costs associated with the preparation and submission of the bid*[delete whichever is not appropriate]* |
| **ITB 11.1** | The Bid shall be submitted in **[insert acceptable language].**  |
| 1. Preparation of Bids
 |
| **ITB 12.1** | Documents comprising the Bid are the following:1. Letter of Bid;
2. Bid Security;
3. Description of Services;
4. Bidder Information (Form BSF 1);
5. Party to Joint Venture/Association Information (Form BSF 2);
6. Environmental, Social, Health and Safety Information (Form BSF 3);
7. Manufacturer's Authorization (Form BSF 4);
8. Financial Capacity (Form BSF 5);
9. Current and Past Proceedings, Litigation, Arbitration, Actions, Claims, Investigations and Disputes (Form BSF 6);
10. References of Past Contracts (Form BSF 7);
11. Completed and certified Compliance with Sanctions Certification (Form BSF 8)
12. Price Schedules.

**[insert list of additional documents required with the Bid, if applicable]** |
| **ITB 14.1** | Alternative bids **[shall/shall not]** be considered. |
| **ITB 15.5** | The Incoterms edition is **[insert “Incoterms 2010” or insert year of applicable edition]** |
| **ITB 15.7** | The prices quoted by a Bidder shall be fixed for the duration of the Contract. **[MODIFY IF REQUIRED]** |
| **ITB 15.8** | **[if prices quoted are allowed to correspond to less than 100% of the items specified for each lot, or to less than 100% of the quantities specified for each item of a lot, please insert here the allowed percentages; otherwise, insert "Not Applicable"]** |
| **ITB 16.1** | The currency(ies) of the Bid shall be as follows: **insert currency(ies)]**The currency of payment shall be as follows: **[insert currency(ies)]** |
| **ITB 18.2** | Manufacturer’s authorization is: **[insert “required” or “not required”] if goods are supplied as part of the Non-consulting Services.** The Bidder: **[insert “must be the Original Equipment Manufacturer” or “is not required to be the Original Equipment Manufacturer (OEM)”].**If a Bidder is not an OEM, it is mandatory that the Bidder is an authorized distributor of the manufacturer. The number of years for this authorization and past references of successful Service Provider in similar size projects will be an evaluation criteria. |
| **ITB 18.3** | In case of not doing business in the Employer’s Country, the Bidder **[shall/shall not]** be represented by an Agent in the Country. |
| **ITB 19.3** | If applicable, the list of spare parts, special tools, etc., shall cover a period of **[insert number]** years from the date of acceptance of the Services by the Employer. |
| **ITB 21.1** | Bids shall remain valid until **[insert validity end date]**. |
| **ITB 21.3** | **[insert adjustment factor, if applicable]** |
| **ITB 22.1** | Bid Security **[is/is not]** required to be submitted with a Bid. |
| **ITB 22.2 (a)** | The Bid Security shall be in the amount of US$ **[insert amount in USD]** or Employer’s local currency equivalent only.The Bid Security shall be in the form of an unconditional bank guarantee or **[insert other form or type of applicable bid security]** |
| **ITB 23.1** | The written confirmation of authorization to sign on behalf of and bind the Bidder shall consist of: **[insert details]**. |
| **ITB 23.2** | The number of copies of the Bid submitted shall be **[insert number]**. |
| 1. Submission and Opening of Bids
 |
| **ITB 24.1** | Bids shall be submitted only electronically**OR**Bids shall be submitted only by hard copy submission.*[delete whichever is not appropriate]* |
| **ITB 24.3 c)** | The File Request Link (FRL) to submit Bids is: **[insert link]** |
| **ITB 24.3 g)** | If a Bidder submits a **Bid** with password protection, the password for the **Bid** should be sent no earlier than **[insert date one day before the submission deadline date]** andno later than **[insert time 15 minutes earlier than the submission deadline time]** local **[MCA-Entity]** time on **[insert submission deadline date]** to the following email address: **[insert PA’s email address]**. |
| **ITB 24.3 k)** | For electronic submission purposes, the hard copy of the Bid Security shall be submitted by **[insert date and time not more than 2 working days after deadline in 25.1 below]** ***[If not electronic submission, delete all and replace with N/A]*** |
| **ITB 25.1** | For Submission purposes only, The Employer’s address is:**[full legal name of the Employer]**Att.: The Procurement Agent of **[name of Employer]**Address (including room number as applicable):E-mail: Facsimile: The deadline for submission of Bids is as follows:**[insert date and local time]**  |
| **ITB 28.1** | For Bid opening purposes only, Bids shall be opened at the following address and time. **[include the following only if Bids are allowed to be submitted electronically, otherwise delete]**For Bids submitted electronically in accordance with ITB Clause 24.1(b), the Bid opening procedures shall be as described in Annex 1 to this Section II. Bid Data Sheet. |
| 1. Evaluation and Comparison of Bids
 |
| **ITB 29.3** | All correspondence must be addressed to the Employer at **[insert email address and mailing address as applicable]**. |
| **ITB 34.1** | The currency that shall be used for Bid evaluation and comparison is: **[insert details here]**.The basis for conversion shall be: **[Specify the source for the exchange rate, such as the Central Bank rate, a published rate that is widely available, etc.]** |
| **ITB 36.2(b)** | The total amount of the Performance Security may be increased to a level not exceeding **[insert a percentage up to 20%]** of the Contract Price. |
| 1. Award of Contact
 |
| **ITB 41.1** | The Employer reserves the right to increase or decrease the quantities of each item by up to **[insert percentage or quantity as appropriate]**. |
| **ITB 43.1** | The Employer’s Bid Challenge System is provided on the Employer’s website **[insert web address]** or at MCC Website (when Interim BCS is applicable); Or attached to this Bidding Document *[select what applies]* |

## Section III Qualification and Evaluation Criteria

This Section contains all the criteria that the Employer shall use to evaluate Bids and select the winning Bid. No other factors, methods or criteria shall be used in the evaluation of Bids. The Bidder shall provide all the information requested in the forms included in Section IV. Bid Submission Forms. This review shall be based on the information provided by the Bidder in the forms plus the Bidder’s record of past performance, other references and any other sources at the Employer discretion to confirm and verify the Bidder’s qualifications and representations in its Bid.

|  |  |
| --- | --- |
| * + 1. **Qualification Information**
 | The information required for qualification of a Bidder shall be as shown below. Any Bidder failing to provide all the documentation requested, or providing documentation subsequently found to be false or untrue during the evaluation process, shall have that Bid rejected and it shall no longer be considered during the evaluation process. The information required is:* + - * 1. demonstration to the satisfaction of the Employer that the Bidder has in place sufficient safety policy documents and safety awareness to be able to perform in a safe and workmanlike manner; such information includes a narrative that the Bidder possess a high level of health and safety (“H&S”) management expertise and can successfully manage the H&S risks related to the delivery of the Non-Consulting Services and is capable of abiding by H&S procedures similar to those provided in Section V. Schedule of Requirements.
				2. demonstration to the satisfaction of the Employer that the Bidder has in place sufficient environmental and social policy documents and awareness to be able to perform in accordance with MCC Environmental Guidelines and the Employer’s country’s environmental legislation; such information includes a narrative that the Bidder possess a high level of environmental and social (“E&S”) management expertise and can successfully manage the E&S risks associated with the delivery of the Non-Consulting Services and is capable of abiding by E&S management plans similar to those provided in Section V. Schedule of Requirements.
				3. XXXX
				4. XXXX
 |
|  | To qualify for award if the Contract, Bidders shall meet the following minimum criteria:* + - * 1. XXXXX

XXXXX |
| * + 1. **Evaluation Criteria**
 | The evaluation of a Bid will take into account, in addition to the Bid price quoted in accordance with ITB Sub-clause 15.6, one or more of the following factors:* + - * 1. delivery schedule offered in the Bid;
				2. deviations in payment schedule from that specified in the SCC;
				3. the Bidder’s past performance; and/or
				4. other specific criteria indicated in the technical specifications, including environmental, health and safety requirements, set forth in the Schedule of Requirements.

For factors retained above, one or more of the following quantification methods will be applied, as specified in ITB Clause 35:*Delivery schedule*The Services covered under this Bidding Document shall be delivered within an acceptable range of weeks specified in Section V. Schedule of Requirements. No credit will be given to earlier deliveries, and Bids offering delivery beyond this range will be treated as non-responsive. Within this acceptable range, an adjustment per week, as specified in BDS ITB 35.3, will be added for evaluation to the Bid price of Bids offering deliveries later than the earliest delivery period specified in the Schedule of Requirements.*Deviation in Payment Schedule*Bidders shall state their Bid price for the payment schedule outlined in the SCC. Bids will be evaluated on the basis of this base price. Bidders are, however, permitted to state an alternative payment schedule and indicate the reduction in Bid price they wish to offer for such alternative payment schedule. The Employer may consider the alternative payment schedule offered by the selected Bidder.ORThe SCC stipulates the payment schedule offered by the Employer. If a Bid deviates from the schedule and if such deviation is considered acceptable to the Employer, the Bid will be evaluated by calculating interest earned for any earlier payments involved in the terms outlined in the Bid as compared with those stipulated in this Bidding Document, at the rate per annum specified in BDS ITB 35.3.*Spare Parts and After Sales Service Facilities in Employer’s Country*The price to the Employer of establishing the minimum service facilities and parts inventories, as outlined in BDS ITB 35.3 or elsewhere in the Bidding Document, if quoted separately, shall be added to the Bid price.*Performance and Productivity of the Equipment*Bidders shall state the guaranteed performance or efficiency in response to the technical specifications set forth in Section V. Schedule of Requirements. For each drop in the performance or efficiency below the norm of 100, an adjustment for an amount specified in BDS ITB Sub-clause 35.3 will be added to the Bid price, representing the capitalized cost of additional operating costs over the life of the plant, using the methodology specified in the technical specifications set forth in Section V. Schedule of Requirements.**OR**Services offered shall have a minimum productivity specified under the relevant provision in the technical specifications set forth in Section V. Schedule of Requirements to be considered responsive. Evaluation shall be based on the cost per unit of the actual productivity of goods offered in the Bid, and adjustment will be added to the Bid price using the methodology specified in the technical specifications set forth in Section V. Schedule of Requirements. |
| * + 1. **Specific Additional Criteria (as applicable)**
 | Other specific additional criteria to be considered in the evaluation and the evaluation method shall be conducted in accordance with ITB Clause 35 and/or the technical specifications, including environmental, health and safety requirements, set forth in Section V. Schedule of Requirements. |
| **Multiple Lots/ Contracts** | Bidders may offer discounts if awarded more than one lot. Discounts can be expressed either in monetary terms in the currency of the Bid, or as a percentage of the Bid Price. In either case, the Employer will apply the indicated discounts to the Bid Price as corrected in accordance with ITB Clause 32.The Employer may award one or more Contract(s) to the Bidder(s) that offer(s) the lowest-evaluated lot combination of Bids and meets the post-qualification criteria below. To determine the lowest-evaluated lot combinations that provides the best value, the Employer will:* + - * 1. evaluate only Bids that include at least the required percentages of items per lot and quantity per item as indicated in accordance with ITB Sub-clause 15.8;
				2. take into account:
		1. the Bid that provides the best value for each lot;
		2. the discounts and the methodology for their application as offered by a Bidder in its Bid; and

consider the Contract award sequence that provides the most optimum economic combination taking into account any limitations due to constraints in supply or execution capacity determined in accordance with the post-qualification criteria, as described in ITB Clause 38 and 4. Post Qualification Criteria, below. |
| * + 1. **Price Review**
		2. **Price Reasonableness Determination**
		3. **Post Qualification Criteria**
 | Lowest price after meeting all preliminary and technical criteria and requirements.Price Review also includes a determination of price reasonableness as required in ITB 36.After determining the lowest-evaluated Bid in accordance with ITB Clause 35 and Sub-clause 36.1, the Employer will carry out the post-qualification of the Bidder in accordance with ITB Clause 38, using only the factors, methods and criteria specified in ITB Clause 38 and those listed below. Factors not included in ITB Clause 38 and this Section (4. Post Qualification Criteria) shall not be used in the evaluation of a Bidder’s post-qualification.* + - * 1. Financial Capability: The Bidder shall furnish documentary evidence that it meets the following financial requirement(s): **[list the requirement(s)]**
				2. Experience and Technical Capacity: The Bidder shall furnish documentary evidence to demonstrate that it meets the following experience requirement(s): **[list the requirement(s)]**
				3. Nonperforming Contracts and Litigation: The Bidder shall furnish documentary evidence to demonstrate that non-performance of a contract did not occur within the last five (5) years prior to the deadline for submission of Bids, based on all information on fully settled disputes or litigation. All pending litigation shall in total not exceed 10% of the Bidder’s net worth.
				4. Usage Requirements: The Bidder shall furnish documentary evidence to demonstrate that the Services it offers meet the following usage requirement: **[list the requirement(s)]**

References and Past Performance: In accordance with ITB 35, the Bidder’s performance on earlier contracts will be considered in determining if the Bidder is qualified for award of the Contract. The Employer reserves the right to check the performance references provided by the Bidder or to use any other source at the Employer’s discretion. If the Bidder (including any of its associates or joint venture/association members) is or has been a party to an MCC-funded contract (either with MCC directly or with any MCA Entity, anywhere in the world), whether as a lead contractor, affiliate, associate, subsidiary, subcontractor, or in any other role, the Bidder must identify the contract in its lists of references submitted with its Bid using Bidding Form BSF11: References of Past Contracts. Failure to include any such contracts may be used to form a negative determination by the Employer on the Bidder’s record of performance in prior contracts. However, the failure to list any contracts because the Bidder (including any of its associates or joint venture/association members) has not been a party to any such contract will not be grounds for a negative determination by the Employer on the Bidder’s record of performance in prior contracts. That is, prior performance in connection with a MCC-funded contract is not required. The Employer will check the references, including the Bidder’s past performance reports filed in MCC’s Contractor Past Performance Reporting System. |

**Qualification - Documents Establishing the Qualifications of the Bidder**

If applicable, the Bidder shall provide the information requested in the corresponding information sheets included in Section IV. Bid Submission Forms, to establish that the Bidder meets the requirements established below.

| Eligibility |
| --- |
| **Sub-Factor** | **Requirement** | **Bidder** | **Documentation Required** |
| **Single Entity** | **Joint Venture or Association** |
| **All members combined** | **Each Member** | **At least one member** |
| **1. Nationality** | Nationality in accordance with ITB 5. | Must meet requirement | Existing or intended Joint Venture or other association must meet requirement | Must meet requirement | N/A | BSF-1 and BSD-2, with attachments |
| **2. Conflict of Interest** | No conflicts of interests as described in ITB 5.5. | Must meet requirement | Existing or intended Joint Venture or other association must meet requirement | Must meet requirement | N/A | Letter of Bid |
| **3. Ineligibility** | Not having been declared ineligible based on any of the criteria set forth in ITB 5. | Must meet requirement | Existing or intended Joint Venture or other association must meet requirement | Must meet requirement  | N/A | Letter of Bid |

| Historical Contract Non-Performance |
| --- |
| **Sub-Factor** | **Requirement** | **Bidder** | **Documentation Required** |
| **Single Entity** | **Joint Venture or Association** |
| **All members combined** | **Each member** | **At least one member** |
| **4. History of non-performing contracts** | Non-performance of a contract (including contracts terminated for cause) did not occur within the last five (5) years prior to the deadline for Bid submission, determined using all information on fully settled proceedings, litigation, arbitrations, actions, claims, investigations or disputes. A fully settled proceeding, litigation, arbitration, action, claim, investigation or dispute 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. | Must meet requirement by itself, including as member of past or existing Joint Venture or other association (not mandatory if in the past was as a member of a Joint Venture or other association with less than 20% role in the contract). | N/A | Must meet requirement by itself or as member of past or existing Joint Venture, or other association (not mandatory if in the past was as a member of a Joint Venture or other association with less than 20% role in the contract). | N/A | Form CON –1 |
| **5. Failure to Sign a Contract** | Failure to sign a contract after receiving a notice of award has not occurred in the past five years. Any deviation should be explained in the enclosed Contract Non-Performance form. | Must meet requirement | Must meet requirement | Must meet requirement | N/A | Form CON-1 |
| **6. Pending Litigation** | All pending proceedings, litigation, arbitrations, actions, claims, investigations or disputes, in total, shall not represent more than ten percent (10%) of the Bidder’s net worth. | Must meet requirement by itself, including as member of past or existing Joint Venture or other association (not mandatory if in the past was as a member of a Joint Venture or other association with less than 20% role in the contract). | N/A | Must meet requirement by itself or as member of past or existing Joint Venture, or other association (not mandatory if in the past was as a member of a Joint Venture or other association with less than 20% role in the contract). | N/A | Form CON-1 |

| Financial Situation[[2]](#footnote-2) |
| --- |
| **Sub-Factor** | **Requirement** | **Bidder** | **Documentation Required** |
| **Single Entity** | **Joint Venture or Association** |
| **All members combined** | **Each member** | **At least one member** |
| **7. Historical Financial Performance**[[3]](#footnote-3) | Submission of audited financial statements, including balance sheets, income statements and cash flow statements, or, if not required by the law of the Bidder’s country, other financial statements acceptable to the Employer, for the last three (3) years to demonstrate the current soundness of the Bidder’s financial position and its prospective long term profitability and to demonstrate:1. Average coefficient of Current ratio (Current Assets / Current Liabilities) ≥ **[insert ratio]**
2. Average coefficient of Debt ratio (Total Debt / Total Assets) ≤ **[insert ratio]**
 | Must meet requirement | N/A | Must meet requirement | N/A | Form FIN-1 with attachments |
| **8. Annual Average Turnover** | Minimum average annual turnover of [INSERT VALUE], calculated as total certified payments received for contracts in progress or completed, within the last three (3) years. Values to determine annual turnover are to be demonstrated in the audited financial statements (income statements) of the last three (3) years and are to be considered to be indicative. | Must meet requirement | Must meet requirement | Must meet twenty-five percent (25%) of the requirement | Must meet fifty-five percent (55%) of the requirement | Form FIN-2 |
| **9. 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: [INSERT VALUE], and (ii) the overall cash flow requirements for this Contract and its current commitments. | Must meet requirement | Must meet requirement | Must meet twenty-five percent (25%) of the requirement | Must meet fifty-five percent (55%) of the requirement | Forms FIN-3 & Form FIN-4 |

| **Factor** | Experience |
| --- | --- |
| **Sub-Factor** | **Criteria** | **Documentation Required** |
| **Requirement** | **Bidder** |
| **Single Entity** | **Joint Venture** |
| **All members combined** | **Each member** | **At least one member** |
| **10. General Experience** | Experience under contracts in the role of contractor, subcontractor, or management contractor for at least the last five (5) years prior to the Bid submission deadline, and with activity in at least nine (9) months in each year.  | Must meet requirement  | N/A | Must meet requirement  | N/A | Form EXP-1 |
| **11. Similar Experience** | Participation as contractor, management contractor, or subcontractor, in at least [**insert number\_\_\_\_\_\_\_\_\_ (\_\_\_)] contracts within the last [\_\_\_\_\_\_\_ ( )] years**, each with a value of at **least [insert number \_\_\_\_\_\_\_\_\_\_\_\_ (\_\_\_)],** that have been successfully and substantially completed and that are similar to the proposed Services. The similarity shall be based on the physical size, complexity, methods/technology or other characteristics as described in Section V. | Must meet requirement |  N/A  | Must meet requirement |  N/A | Form EXP-2 |
| **12. Specific Experience in Key Activities**  | For the above or other contracts executed during the period stipulated in 2.4.2 above, a minimum experience in the following key activities: ….. | Must meet requirementSpecialist Sub Contractor can meet requirement | Must meet requirement | N/A | For each enumerated key activity, at least one member must demonstrate experience at a level equal to at least fifty-five percent (55%) of the required number, volume, or production rate specified. | Form EXP-3  |
| **13. Environmental and Social Management Experience** | Sufficient experience managing environmental and social impacts in similar projects in the last five (5) years prior to the Bid submission deadline. | Must meet requirement | Must meet requirement | N/A | Must meet requirement | EXP-4 |
| **14. Health and Safety Management Experience** | Sufficient experience managing health and safety impacts in similar projects in the last five (5) years prior to the Bid submission deadline.  | Must meet requirement | Must meet requirement | N/A | Must meet requirement | EXP-5 |

## Section IV Bid Submission Forms

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1. Letter of Bid

[The Bidder shall complete this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted].

**Re: XXXXXXXXXXXXXXXXXXXXX**

**Bid Ref: XXXXXXXXXXXXXXXXX**

We, the undersigned, declare that:

1. We have examined and have no reservations to the Bidding Document, including Addenda thereto issued in accordance with the Instructions to Bidders*.*
2. We offer to supply in conformity with the Bidding Document and in accordance with Section V. Schedule of Requirements of the Bidding Documents referenced above.
3. The total price of our Bid, excluding any discounts offered in item (d) below is: [*insert the total Bid price in words and figures, including the various amounts and respective currencies*].
4. The discounts offered and the methodology for their application are:

Discounts: If our Bid is accepted, the following discounts shall apply. [*Specify in detail each discount offered and the specific item of Section V. Schedule of Requirements to which it applies*].

Methodology of Application of the Discounts: The discounts shall be applied using the following: *[Specify in detail the method that shall be used to apply the discount]*

1. Our Bid shall be valid from the date fixed for the Bid submission deadline in accordance with ITB Sub-Clause 25.1 through the period of time established in accordance with ITB Sub-Clause 21.1, i.e., until **(Bidders to enter date and time)** and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
2. If our Bid is accepted, we commit to obtain a Performance Security in accordance with GCC Clause 18 and as described in ITB Clause 44 for the due performance of the Contract.
3. We, including any Subcontractors or sub-Service Providers for any part of the Contract, have nationalities from eligible countries *[Insert the nationality of the Bidder, including that of all parties that comprise the Bidder, if the Bidder is a joint venture or other association, and the nationality of each Subcontractor and Service Provider].*
4. We have no conflict of interest in accordance with ITB Clause 5.
5. Our firm, its associates, including any Subcontractors or Service Providers for any part of the Contract, has not been declared ineligible by the Employer, or under the laws or official regulations of the Employer’s country, in accordance with ITB Clause 5.
6. We are aware of, and will comply with, the rules on prohibited activities, restricted parties and eligibility requirements of prohibited source provisions in accordance with applicable US law, regulations and policy and as summarized in Annex A to the Contract included in Section VII. Special Conditions of Contract and Annex to Contract.
7. We acknowledge notice of the MCC Policy on Prevention, Detection and Remediation of Fraud and Corruption in MCC Operations (“MCC AFC Policy”, https://www.mcc.gov/resources/doc/policy-fraud-and-corruption). We have taken steps to ensure that no person acting for us or on our behalf has engaged in any corrupt or fraudulent practices described in ITB Clause 3. As part of this, we certify that:
	1. The prices in this offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other offeror or competitor relating to:

those prices;

the intention to submit an offer; or

the methods or factors used to calculate the prices offered.

* + - * 1. The prices in this offer have not been and will not be knowingly disclosed by us, directly or indirectly, to any other offeror or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law; and
				2. No attempt has been made or will be made by us to induce any other concern to submit or not to submit an offer for the purpose of restricting competition.
1. The following commissions, gratuities, or fees have been paid or are to be paid with respect to the Bid process or execution of the Contract: *[Insert complete name of each recipient, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity]*

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Recipient | Address | Reason | Amount |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

(If none has been paid or is to be paid, indicate “none.”)

1. We understand that this Bid, together with your written acceptance thereof included in your Notification of Award, shall constitute a binding contract between us, until a formal Contract is prepared and executed.
2. We understand that you are not bound to accept the lowest evaluated Bid or any other Bid that you may receive.
3. We have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.
4. We are not engaged in, facilitating, or allowing any of the prohibited activities described in the MCC Counter-Trafficking in Persons Policy and will not engage in, facilitate, or allow any such prohibited activities for the duration of the Contract. Further, we hereby provide our assurance that the prohibited activities described in the MCC Counter-Trafficking in Persons Policy will not be tolerated on the part of our employees, or any Subcontractor or sub-Service Providers, or their respective employees. Finally, we acknowledge that engaging in such activities is cause for suspension or termination of employment or of the Contract.
5. We understand and accept without condition that, in accordance with ITB Clause 42.1, any challenge or protest to the process or results of this procurement may be brought only through the Employer’s Bid Challenge System (BCS).
6. We acknowledge that our digital/digitized signature is valid and legally binding.

|  |  |
| --- | --- |
| Signed: |  |
| **[Print Name]** |  |
| In the capacity of: |  |
| Duly authorized to sign on behalf of: |  |

1. Form of Bid Security (Bank Guarantee)

[The bank, as requested by the Bidder, shall fill in the form in accordance with the instructions indicated]

Bank: [Bank’s Name, and Address of Issuing Branch or Office]

Beneficiary: [Name and Address of Employer]

Date: [insert date]

Bid Reference No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bid Guarantee No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We have been informed that **[insert name of Bidder]** (hereinafter “the Bidder”) has submitted its bid dated **[insert day, month, year]** for the supply of **[insert name of Services]** (hereinafter called “the Bid”) under the Bid Reference No. stated above.

Furthermore, we understand that, according to your conditions, Bids must be supported by a Bid guarantee.

At the request of the Bidder, we **[insert name of Bank]** hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of **[insert amount in figures] ([insert amount in words])** upon receipt by us of your first demand in writing accompanied by a written statement stating that the Bidder is in breach of its obligation(s) under the Bid conditions, because the Bidder:

1. has withdrawn its Bid during the period of Bid validity [insert dates of Bid validity], specified by the Bidder in the Letter of Bid, except as provided in the Instructions to Bidders, Clause 22.2; or
2. If the Bidder, having been notified that it has submitted the Bid that provides the best value does not accept the correction of errors in its Bid by the Employer, pursuant to ITB Clause 32; or
3. If the Bidder, having been notified of the acceptance of its Bid by the Employer, fails within the specified time to:
	1. furnish the Performance Security, in accordance with GCC Clause 16 and as described in ITB Clause 42, or
	2. execute the Contract, in accordance with ITB Clause 41.

This guarantee will expire: (a) if the Bidder is the successful Bidder, upon our receipt of copies of the Contract signed by the Bidder and the performance security issued to you upon the instruction of the Bidder; or (b) if the Bidder is not the successful Bidder, upon the earlier of (i) our receipt of a copy of your notification that the successful Bidder has signed the Contract and furnished the required performance security; or (ii) twenty-eight (28) days after the expiration of the Bidder’s Bid validity period.

Consequently, any demand for payment under this guarantee must be received by us at the office on or before that date.

**[Issuing Bank to delete whichever is not applicable]** We confirm that [we are a financial institution legally authorized to provide this guarantee in the Employer’s country] [OR] [we are a financial institution located outside the Employer’s country but have a correspondent financial institution located in the Employer’s country that will ensure the enforceability of this guarantee. The name of our correspondent bank and contact information is as follows: [insert name, address, phone number, and email address].]

This guarantee is subject to the Uniform Rules for Demand Guarantees, 2010 Revision, ICC Publication No. 758, except as may otherwise be stated above.

|  |  |
| --- | --- |
| Signed: |  |
| In the capacity of: |  |
| **[Print Name]** |  |
| **duly authorized to sign the Bid Security for and on behalf of** **[Insert name, address of financial institution]** |  |
| Dated on [Insert Date] |  |

1. BSF1: Bidder Information Form

**Re: XXXXXXXXXXXXXXXXXXXXX**

**Bid Ref: XXXXXXXXXXXXXXXXX**

|  |
| --- |
| 1. Constitution or Bidder’s legal status |
|  | Place of registration |  |
|  | Principal place of business |  |
| 2. Legal name of each party of the joint venture/association (if applicable) |
|  | [insert legal name of each party in joint venture and complete Form BSF2: Party to Joint Venture/Association Information Form below for each joint venture/association party] |
| 3. Attached are copies of: |
| Articles of incorporation or registration of the Bidder named in 1 above; demonstrating the Bidder’s eligibility in accordance with ITB Clause 5;Letter of intent to form joint venture/association or joint venture/association agreement, if applicable, in accordance with ITB Sub-Clause 5.3;Proper authority of the signatory of the Bidder in accordance with ITB Sub-Clause 23.1;“Tick” the boxes and attach documents to the Bid. |

This information shall not be incorporated into the Contract. The Bidder is to adapt and extend this form as necessary. Pertinent sections of attached documents should be translated into English.

1. BSF2: Party to Joint Venture/Association Information Form

**Re: XXXXXXXXXXXXXXXXXXXXX**

**Bid Ref: XXXXXXXXXXXXXXXXX**

|  |
| --- |
| **1. Constitution or joint venture/association member’s legal status** |
| Place of registration |  |
| Principal place of business |  |
| **2. Attached are copies of original documents of:** |
| Articles of incorporation or registration of the entity named in 1 above; demonstrating the entity’s eligibility in accordance with ITB Clause 5;Letter of intent to form joint venture/association or joint venture/association agreement, if applicable, in accordance with ITB Sub-Clause 5.3;Proper authority of the signatory of the entity named in 1 above in the same manner as contemplated for Bidders in ITB Sub-Clause 23.1;“Tick” the boxes and attach documents to the Bid. |

The information listed above shall be provided for each member of a joint venture/association.

Attach the agreement among all members of the joint venture/association (and which is legally binding on all members), which shows that:

1. all members shall be jointly and severally liable for the execution of the Contract in accordance with the Contract terms;
2. one of the members shall be nominated as being in charge, authorized to incur liabilities and receive instructions for and on behalf of all members of the joint venture/association; and
3. the execution of the entire Contract, including payment, shall be done exclusively with the member in charge.
4. BSF3: Joint Venture/Association/Subcontractor Information Form

Each member of a Joint Venture/Association making up a Bidder and each known subcontractor, key suppliers or key supplier part of the Bidder’s supply chain must fill in this form.

|  |
| --- |
| **Joint Venture/Association/Subcontractor Information** |
| **Bidder’s legal name** |  |
| **Joint Venture/Association Partner’s or Subcontractor’s legal name** |  |
| **Joint Venture/Association Partner’s or Subcontractor’s country of constitution** |  |
| **Joint Venture/Association Partner’s or Subcontractor’s year of constitution** |  |
| **Joint Venture/Association Partner’s or Subcontractor’s legal address in country of constitution** |  |
| **Joint Venture/Association Partner’s or Subcontractor’s authorized representative information****(name, address, telephone numbers, fax numbers, e-mail address)** |  |
|  **Attached are copies of the following original documents.** * + - 1. Articles of incorporation or constitution of the legal entity named above, in accordance with ITB 5.
		- 2. Authorization to represent the firm named above, in accordance with ITB 23.1.
 |

1. BSF4: Compliance with Sanctions Certification Form

In satisfaction of Clause G of the Additional Provisions at Annex A of the Contract, this form is to be completed by the Bidder upon submission of the Bid and, if selected, by the Service Provider initially, within 28 days of receipt of Letter of Acceptance and Contract Agreement, and subsequently thereafter on the last business day prior to the last day of each quarter (March 31, June 30, September 30, December 31) after the signature of an MCC-Funded Contract[[4]](#footnote-4), for the duration of the Contract.

The form is to be submitted to the MCA Entity Procurement Agent at the time of Bid submission, and to the MCA Entity Fiscal Agent thereafter [*email addresses for MCA Entity Procurement and Fiscal Agents to be inserted here*] with a copy to MCC at sanctionscompliance@mcc.gov.

For the avoidance of doubt, pursuant to the *MCC Program Procurement Guidelines*, reporting the provision of material support or resources (as defined below) to an individual or entity on the enumerated lists will not necessarily result in the disqualification of a Bidder or cancellation of the Contract. However, **failure** to report such provision, or any similar material misrepresentation, whether intentional or without due diligence, would be grounds for disqualifying the Bidder or canceling the Contract, and may subject such Bidder or Service Provider to criminal, civil, or administrative remedies as appropriate under U.S. law.

**Instructions for completing this form are provided below.**

**Full Legal Name of Bidder/Service Provider: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Full Name and Number of Contract: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MCA Entity with which Contract Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |
| --- |
| ALL BIDDERS/SERVICE PROVIDERS TO CHECK THE APPLICABLE BOX BELOW:* All eligibility verifications have been completed in accordance with **Annex A “Additional Provisions,” Paragraph G “Compliance with Terrorist Financing Legislation and Other Restrictions”,** and the Bidder/Service Provider hereby certifies as follows:
	+ No adverse or negative results were obtained from such eligibility verifications; and
	+ To the best of its current knowledge, the Bidder/Service Provider has not provided, at any time within the previous ten years or currently, any material support or resources (including without limitation, any MCC Funding[[5]](#footnote-5)), directly or indirectly to, or knowingly permitted any funding (including without limitation any MCC Funding) to be transferred to, any individual, corporation or other entity that the Bidder or Service Provider knew, or had reason to know, commits, attempts to commit, advocates, facilitates, or participates in any terrorist activity, or has committed, attempted to commit, advocated, facilitated or participated in any terrorist activity, including, but not limited to, the individuals and entities on the enumerated lists described below (including the Bidder or Service Provider itself).

**OR*** All eligibility verifications have been completed in accordance with  **Annex A “Additional Provisions,” Paragraph G “Compliance with Terrorist Financing Legislation and Other Restrictions,”** and the Bidder/ Service Provider hereby certifies that the following adverse or negative results were obtained from such eligibility verification (information to be provided for each result in accordance with the instructions included with this form):
* Name of individual, corporation or other entity:
* Eligibility verification source(s) where listed ineligible:
* Position (if individual), or goods or services provided (if corporation or other entity):
* Estimated value of work performed as of certification date:
* A description of, and the circumstances under which such support was provided:
 |

I hereby certify that the information provided above is true and correct in all material respects and understand that any material misstatement, misrepresentation or failure to provide the information requested in this certification may be deemed to be “fraud” for purposes of the ITB or Contract, the *MCC Program Procurement Guidelines*, and other applicable MCC policy or guidance, including MCC’s Policy on Preventing, Detecting and Remediating Fraud and Corruption in MCC Operations.

**Authorized Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Printed Name of Signatory: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**INSTRUCTIONS FOR COMPLETING THE COMPLIANCE WITH SANCTIONS CERTIFICATION FORM:**

The Bidder/Service Provider shall perform the following procedures to verify the eligibility of firms, key personnel, subcontractors, vendors, suppliers, and grantees, in accordance with **Annex A “Additional Provisions,” Paragraph G “Compliance with Terrorist Financing Legislation and Other Restrictions,”** which is copied below for convenience.

Based on the results of these eligibility verifications, the Bidder/Service Provider shall provide the applicable certification in the attached certification form. Note that for the purposes of this certification, Bidders/Service Providers are only required to submit detailed back-up documentation about the eligibility verifications together with their certification form if the Bidder/Service Providers identifies adverse or negative results. If not, Bidders/Service Providers are free to mark the certification form accordingly and submit it to the appropriate recipient (although the Bidder/Service Provider must maintain records per the instructions below).

The Bidder/Service Provider shall verify that any individual, corporation, or other entity that has access to or is (or would be) a recipient of MCC Funding, including Bidder/Service Provider staff, consultants, subcontractors, vendors, suppliers, and grantees, is not listed on any of the following (or, in the case of #8 below, is not a national of, or associated in, any country appearing on such list):

1. System for Award Management (SAM) Excluded Parties List - <https://www.sam.gov/SAM/pages/public/searchRecords/search.jsf>
2. World Bank Debarred List - <https://www.worldbank.org/debarr>
3. US Treasury, Office of Foreign Assets Control, Specially Designated Nationals (SDN) List - <https://sanctionssearch.ofac.treas.gov/>
4. US Department of Commerce, Bureau of Industry and Security, Denied Persons List - <https://www.bis.doc.gov/index.php/the-denied-persons-list>
5. US State Department, Directorate of Defense Trade Controls, AECA Debarred List - <https://www.pmddtc.state.gov/ddtc_public?id=ddtc_kb_article_page&sys_id=c22d1833dbb8d300d0a370131f9619f0>
6. US State Department, Foreign Terrorist Organizations (FTO) List - <https://www.state.gov/foreign-terrorist-organizations/>
7. US State Department, Executive Order 13224 - <https://www.state.gov/executive-order-13224/>
8. US State Sponsors of Terrorism List - <https://www.state.gov/state-sponsors-of-terrorism/>

In addition to these lists, before providing any material support or resources to an individual or entity, the Bidder/Service Provider will also consider all information about that individual or entity of which it is aware and all public information that is reasonably available to it or of which it should be aware.

Documentation of the process takes two forms. The Bidder/Service Provider should prepare a table listing each staff member, consultant, subcontractor, vendor, supplier, and grantee working on the contract, such as the form provided below.

|  |  |  |
| --- | --- | --- |
|  | Date Checked |  |
| Name | 1 | 2 | 3 | 4 | 5 | 6 | 7 | Eligible (Y/N) |
| SAM Excluded Parties List | World Bank Debarred List | SDN List | Denied Persons List | AECA Debarred List | FTO List | Executive Order 13224 |
| Bidder/Service Provider (the firm itself) |  |  |  |  |  |  |  |  |
| Staff Member #1 |  |  |  |  |  |  |  |  |
| Staff Member #2 |  |  |  |  |  |  |  |  |
| Consultant #1 |  |  |  |  |  |  |  |  |
| Consultant #2 |  |  |  |  |  |  |  |  |
| Sub-Contractor #1 |  |  |  |  |  |  |  |  |
| Sub-Contractor #2 |  |  |  |  |  |  |  |  |
| Vendor #1 |  |  |  |  |  |  |  |  |
| Supplier #1 |  |  |  |  |  |  |  |  |
| Grantee #1 |  |  |  |  |  |  |  |  |

The Bidder/Service Provider should list the date on which the search was conducted using each eligibility verification source, and whether the staff member, consultant, subcontractor, vendor, supplier, or grantee was determined to be eligible – that is, did not show up on any of the eligibility verification sources.

In addition, 1. SAM Excluded Parties List, 3. SDN List, and 5. AECA Debarred List are searchable databases that return a positive or negative search results page upon submission of a name to be searched, in order to document the eligibility, the Bidder/Service Provider should print out and retain for each staff member, consultant, subcontractor, vendor, supplier, or grantee the search results page for each eligibility verification source, which should read, *“Has Active Exclusion? No”* or *“No records found.”* (in the case of SAM Excluded Parties List), *“Your search has not returned any results.”* (in the case of SDN List), or *“No records in Statutorily Debarred Parties using that filter”* or *“No records in Admin Debarred Parties using that filter”* (in the case of AECA Debarred List). In the case of 2. World Bank Debarred List, Table 1: Debarred & Cross-Debarred Firms & Individuals will display a blank field that indicates no matching records have been found. For 4. Denied Persons List, 6. FTO List, and 7. Executive Order 13224, there is no searchable database provided so the Consultant will review each static list and confirm it does not name the firms or individuals identified in the table above.

If an adverse record(s) has/have been found for one or more individuals or entities, including for the Bidder/Service Provider itself, the Bidder/Service Provider must conduct additional research to determine whether the finding is a “false positive” (such as an individual whose name matches the name of an individual listed on a sanctions list, but is a different person). If it is a false positive, the Bidder/Service Provider will mark the staff member, consultant, subcontractor, vendor, supplier, or grantee as eligible, and retain the research confirming that eligibility.

If any of the Bidder’s/Service Provider’s personnel, consultants, subcontractors, vendors, suppliers, or grantees are found to be ineligible at this stage, the MCA Entity will determine whether it is possible under the circumstances to allow the Bidder/Service Provider to make a substitution. This determination will be made on a case by case basis and will require approval by MCC regardless of the estimated value of the proposed contract.

In addition, in accordance with *MCC Program Procurement Guidelines* P1.A.1.9(d), the Bidder/Service Provider must ensure that MCC Funding is not used for goods or services from a country, or from a firm that is organized in or has its principal place of business or a significant portion of its operations in a country, that is subject to country-based sanctions or other restrictions under the law of the United States, including U.S. designated State Sponsors of Terrorism (<https://www.state.gov/state-sponsors-of-terrorism/>).

All of these documents must be retained by the Bidder/Service Provider as part of the overall record of the Contract for the duration of the Contract, and for the further period after the contract expiration that is required for document retention under the Contract (typically five years after the expiration date of the Compact Program or Threshold Program). Access to these documents must be provided to the MCA Entity, MCC, or their designees in accordance with the access provisions of the Contract, And to the USAID Office of Inspector General (responsible for oversight of MCC operations), upon request.

**Annex A “Additional Provisions,” Paragraph G “Compliance with Terrorist Financing Legislation and Other Restrictions”**

1. The Contract Party, to the best of its current knowledge, did not provide, within the previous ten years, and will take all reasonable steps to ensure that it does not and will not knowingly provide material support or resources (as defined below) directly or indirectly to, or knowingly permit any funding (including without limitation MCC Funding) to be transferred to, any individual, corporation or other entity that such Party knows, or has reason to know, commits, attempts to commit, advocates, facilitates, or participates in any terrorist activity, or has committed, attempted to commit, advocated, facilitated or participated in any terrorist activity, including, but not limited to, the individuals and entities (i) on the master list of Specially Designated Nationals and Blocked Persons maintained by the U.S. Department of Treasury’s Office of Foreign Assets Control, which list is available at [www.treas.gov/offices/enforcement/ofac](http://www.treas.gov/offices/enforcement/ofac), (ii) on the consolidated list of individuals and entities maintained by the “1267 Committee” of the United Nations Security Council, (iii) on the list maintained on [www.sam.gov](http://www.sam.gov), or (iv) on such other list as the MCA Entity may request from time to time.

For purposes of this provision:

1. “Material support and resources” includes currency, monetary instruments or other financial securities, financial services, lodging, training, expert advice or assistance, safe houses, false documentation or identification, communications equipment, facilities, weapons, lethal substances, explosives, personnel, transportation, and other physical assets, except medicine or religious materials.
2. “Training" means instruction or teaching designed to impart a specific skill, as opposed to general knowledge.
3. “Expert advice or assistance" means advice or assistance derived from scientific, technical, or other specialized knowledge
4. The Contract Party shall ensure that its activities under this Agreement comply with all applicable U.S. laws, regulations and executive orders regarding money laundering, terrorist financing, U.S. sanctions laws, restrictive trade practices, boycotts, and all other economic sanctions promulgated from time to time by means of statute, executive order, regulation or as administered by the Office of Foreign Assets Control of the United States Treasury Department or any successor governmental authority, including, 18 U.S.C. Section 1956, 18 U.S.C. Section 1957, 18 U.S.C. Section 2339A, 18 U.S.C. Section 2339B, 18 U.S.C. Section 2339C, 18 U.S.C. Section 981, 18 U.S.C. Section 982, Executive Order 13224, 15 C.F.R. Part 760, and those economic sanctions programs enumerated at 31 C.F.R. Parts 500 through 598 and shall ensure that its activities under the Contract comply with any policies and procedures for monitoring operations to ensure compliance, as may be established from time to time by MCC, the MCA Entity, the Fiscal Agent, or the Bank, as may be applicable. The Contract Party shall verify, or cause to be verified, appropriately any individual, corporation or other entity with access to or recipient of funds, which verification shall be conducted in accordance with the procedures set out in Part 10 of the MCC Program Procurement Guidelines (Eligibility Verification Procedures) that can be found on MCC’s website at www.mcc.gov. The Contract Party shall (A) conduct the monitoring referred to in this paragraph on at least a quarterly basis, or such other reasonable period as the MCA Entity or MCC may request from time to time and (B) deliver a report of such periodic monitoring to the MCA Entity with a copy to MCC.
5. Other restrictions on the Contract Party shall apply as set forth in Section 5.4(b) of the Compact with respect to drug trafficking, terrorism, sex trafficking, prostitution, fraud, felony, any misconduct injurious to MCC or the MCA Entity, any activity contrary to the national security interests of the United States or any other activity that materially and adversely affects the ability of the Government or any other party to effectively implement, or ensure the effective implementation of, the Program or any Project or to otherwise carry out its responsibilities or obligations under or in furtherance of the Compact or any Supplemental Agreement or that materially and adversely affects the Program Assets or any Permitted Account.
6. TECH-1: Method Statement

The adequacy of the Bidder’s Bid to meet the Schedule of Requirements and delivery schedule is important to determine if the Bid is substantially responsive.

The Bid shall, therefore, include a Method Statement for execution of the assignment, which shall demonstrate the adequacy of the Bid to meet the Schedule of Requirements and for achieving the Employer’s objective with regards to performance under the Schedule of Requirements.

It is necessary for Bidders to demonstrate a complete understanding of the scope, nature and resource needed for the delivery of the Services.

The Method Statement shall, therefore, include, but shall not necessarily be limited to, the following:

Description of the Bidder’s proposed programming and sequencing of all main activities, identifying those for which timing may be critical.

Description of the measures included in the Bid which will be implemented to achieve the quality of execution required under the Contract.

Description of arrangements which the Bidder proposes to adopt and has included in the Bid to ensure compliance with the environmental, social, gender, health and safety requirements called for in the Schedule of Requirements.

Description of arrangements which the Bidder proposes to adopt and has included in the Bid to ensure compliance with the gender requirements called for in the Schedule of Requirements, including Trafficking in Persons (“TIP”) prohibitions. It is understood that this type of expertise and experience may be outside of the normal experience of some Bidders, and thus call special attention to the importance of an adequately inter-disciplinary offer and staffing plan.

Commentary on the Schedule of Requirements, including status of the information available and relevant issues for the Services, detailing how the critical requirements will be achieved.

Proposed names of suppliers and details for all essential equipment or services, including but not limited to such items as [insert list as may be appropriate].

[Insert anything else, as may be appropriate.]

1. TECH-2: Key Personnel

The Bidder shall provide adequate information to demonstrate clearly that it has the capability to meet the requirements for the key personnel listed in Part 2 - Schedule of Requirements. At a minimum, CVs must be provided for the Key Personnel for the following positions, using the forms provided for that purpose:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Position** | **Name** | **Total Work** **Experience (years)** | **Similar Experience****(years)** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |

1. CVs of Key Personnel

|  |
| --- |
| Name of Bidder |

|  |
| --- |
| Position |
| Personnel information | Name  | Date of birth |
|  | Professional qualifications |
| Present employment | Name of employer |
|  | Address of employer |
|  | Telephone | Contact (manager / personnel officer) |
|  | Fax | E-mail |
|  | Job title | Years with present employer |

Summarize professional experience over the last 10 years, in reverse chronological order. Indicate particular technical and managerial experience relevant to the project.

| From | To | Company / Project / Position / Relevant technical and management experience |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. CON-1: History of Contract Non-Performance and Litigation

The following table shall be filled in for the Bidder and for each member of a joint venture or other association that is a party to the Bidder.

Bidder’s Legal Name**: [insert full name]**

Date: **[insert day, month, year]**

Bidder’s Party’s Legal Name: **[insert full name]**

Page **[insert page number]** of [insert total number] pages

|  |
| --- |
| Non-Performing Contracts in accordance with Section III, Qualification and Evaluation Criteria |
| * Contract non-performance did not occur during the five years prior to the deadline for Bid submission in accordance with Section III. Qualification and Evaluation Criteria.

OR* Contract(s) not performed during the five years prior to the deadline for Bid submission in accordance with Section III. Qualification and Evaluation Criteria
 |
| **Year** | **Non performed portion of contract** | **Contract Identification** | **Total Contract Amount (current value, US$ equivalent)** |
| **[insert year]** | [**insert amount and percentage]** | Contract identification: [indicate complete contract name, number, and any other identification]Name of institution: [insert full name]Address of institution: [insert street/city/country]Reason(s) for non-performance: [indicate main reason(s)] | [insert amount] |

|  |
| --- |
| **Failure to Sign a Contract, in accordance with Section III. Qualification and Evaluation Criteria** |
| * No failure to sign a contract in accordance with Section III. Qualification and Evaluation Criteria

OR* Failure to sign a contract in accordance with Section III. Qualification and Evaluation Criteria
 |
| Failure to Sign ContractIn the event of failure to sign a contract, clarify/explain your situation according to Section III. Qualification and Evaluation Criteria |

|  |  |  |  |
| --- | --- | --- | --- |
| **Year** | **Claim as Percentage of Total Assets** | **Contract Identification** | **Total Contract Amount (current value, US$ equivalent)** |
| **[insert year]** | **[insert percentage]** | Contract identification: [Name of **indicate complete contract name, number, and any other identification]**institution: **[insert full name]**Address of institution: **[insert street/city/country]**Matter in dispute**: [indicate main issues in dispute]** | **[insert amount]** |

|  |
| --- |
| **Current and Past Proceedings, Litigation, Arbitration, Actions, Claims, Investigations and Disputes, the process or outcome of which the Employer could reasonably interpret may impact or have the potential to impact the financial or operational condition of the Bidder in a manner that may adversely affect the Bidder’s ability to satisfy any of its obligations under the Contract** **in accordance with Section III. Qualification and Evaluation Criteria** (each member of a Joint Venture/Association making up a Bidder must complete this table)  |
| The Bidder, or a related company or entity, is currently, or within the past five (5) years has been, involved in any proceeding, litigation, arbitration, action, claim, investigation or dispute the process or outcome of which the Employer could reasonably interpret may impact or have the potential to impact the financial condition of the Bidder in a manner that may adversely affect the Bidder’s ability to satisfy any of its obligations under the Contract: |
|  No OR  Yes**If Yes, Describe:** |
| **Year:** | **Matter in Dispute:** | **Value of Award (Actual or Potential) Against Bidder in US$ Equivalent:** |  |  |

1. FIN-1: Financial Situation

Each Bidder or member of a Joint Venture/Association making up a Bidder must fill in this form.

|  |  |
| --- | --- |
|  | **Financial Data for Previous Three (3) Years [US$ Equivalent]** |
|  | **Year 1:** | **Year 2:** | **Year 3:** |

**Information from Balance Sheet**

|  |  |  |  |
| --- | --- | --- | --- |
| **Total Assets** |  |  |  |
| **Total Liabilities** |  |  |  |
| **Net Worth** |  |  |  |
| **Current Assets** |  |  |  |
| **Current Liabilities** |  |  |  |

**Information from Income Statement**

|  |  |  |  |
| --- | --- | --- | --- |
| **Total Revenues**  |  |  |  |
| **Profits Before Taxes** |  |  |  |
| **Profits After Taxes** |  |  |  |

|  |
| --- |
| * Attached are copies of financial statements (balance sheet, income statement, and cash flow statement, including all related notes) for the last three (3) years, as indicated above, complying with the following conditions.
* All such documents reflect the financial situation of the Bidder or member of a Joint Venture or other Association, and not sister or parent companies.
* Historic financial statements must be audited by a certified accountant.
* Historic financial statements must be complete, including all notes to the financial statements.
* Historic financial statements must correspond to accounting periods already completed and audited (no statements for partial periods shall be requested or accepted).
 |

**Financial Ratios**

|  |  |  |  |
| --- | --- | --- | --- |
| **Current Ratio**  |  |  |  |
| **Debt Ratio** |  |  |  |

\*Bidders to fill this table. The Employer will verify during the review process.

1. FIN-2: Average Annual Turnover

Each Bidder or member of a Joint Venture/Association making up a Bidder must fill in these forms.

|  |
| --- |
| **Annual Turnover Data for the Last Three (3) Years (Construction only)** |
| **Year** | **Amount****Currency** | **Exchange** **Rate** | **US$****Equivalent** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Average Annual Construction Turnover |  |

The information supplied should be the annual construction turnover of the Bidder or each member of a Joint Venture/Association making up a Bidder in terms of the amounts billed to clients for each year for work in progress or completed, converted to USD at the rate of exchange at the end of the period reported.

|  |
| --- |
| **Annual Turnover Data for the Last Three (3) Years (Design only)** |
| **Year** | **Amount****Currency** | **Exchange** **Rate** | **US$****Equivalent** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Average Annual Design Turnover** |  |

The information supplied should be the annual design turnover of the Bidder or each member of a Joint Venture/Association making up a Bidder in terms of the amounts billed to clients for each year for work in progress or completed, converted to USD at the rate of exchange at the end of the period reported.

1. FIN-3: Financial Resources

Each Bidder or member of a Joint Venture/Association making up a Bidder must fill in this form, specifying proposed sources of financing, such as liquid assets, unencumbered real assets, lines of credit, and other financial means, net of current commitments, available to meet the total construction cash flow demands of the subject Contract or contracts as indicated in Section III. Qualification and Evaluation Criteria.

|  |  |  |
| --- | --- | --- |
| **No.** | **Source of Financing** | **Amount (USD equivalent)** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |

1. FIN-4: Current Contract Commitments / Works in Progress

Each Bidder and each member of a Joint Venture/Association making up a Bidder should provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Contract** | **Employer, contact address/tel/fax** | **Value of outstanding work (current USD equivalent)** | **Estimated completion date** | **Average monthly invoicing over last six months(USD/month)** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. REF-1: References of MCC-Funded Contracts

Each Bidder or member of a Joint Venture/Association making up a Bidder must fill in this form and include information about any and all MCC-funded contracts (either with MCC directly or with any Millennium Challenge Account Entity, anywhere in the world) to which the Bidder or member of a Joint Venture/Association making up a Bidder is or has been a party whether as a lead contractor, affiliate, associate, subsidiary, subcontractor, or in any other role.

|  |
| --- |
| **Contracts with MCC** |
| **Contract Name and Number** | **Role in Contract** | **Total Contract Amount** | **Employer Name and Address** |
|  |  |  |  |
|  |  |  |  |
| **Contracts with an MCA Entity** |
| **Contract Name and Number** | **Role in Contract** | **Total Contract Amount** | **Employer Name and Address** |
|  |  |  |  |
|  |  |  |  |

1. REF-2: References for Contracts Not Funded by MCC

Each Bidder or member of a Joint Venture/Association making up a Bidder must provide contact information for at least three (3) references that can provide substantial input about:

1. The type of work performed
2. Confirm the quality of the work experience

The MCA Entity reserves the right, at its sole discretion, to contact other sources as well as to check references and past performance. For each reference, list a contact individual, their title, address, facsimile, phone and e-mail address.

 **[Maximum 5 pages]**

1. Price and Completion Schedule for Services

**Re: XXXXXXXXXXXXXXXXXXXXX**

**Bid Ref: XXXXXXXXXXXXXXXXX**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| **Item** | **Description of Services** | **Country of origin** | **Delivery Date at Final Destination** | **Quantity and physical unit** | **Unit price** | **Total Price of item****(col. 5 x 6)** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | **Total Bid Price** |  |

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

Signature of Bidder \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# PART 2: Service Requirements

## Section V Schedule of Requirements

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[SR 4. Technical Specifications 91](#_Toc55949315)

[SR 5. Drawings 92](#_Toc55949316)

[SR 6. Inspections and Tests 93](#_Toc55949317)

[SR 7. Environmental, Health and Safety Procedures 94](#_Toc55949318)

SR 1. List of Services and Completion Schedule

|  |
| --- |
|  |
| Service | Description | Quantity | Physical Unit | Location | Final Completion Date(s) of Services |
|
| [insert Service No] | [insert description of Services] | [insert quantity of items to be supplied] | [insert physical unit for the items] | [insert name of the place where Services shall be performed] | [insert required Completion Date(s)] |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **[The objectives of this table are**(a) to provide sufficient information on the quantities of Services to be performed to enable Bids to be prepared efficiently and accurately; and(b) when a Contract has been entered into, to provide a Priced Schedule for use in the periodic valuation of Services executed.In order to attain these objectives, Services should be itemized in the above List in sufficient detail to distinguish between the different classes of Services, or between Services of the same nature carried out in different locations or in other circumstances which may give rise to different considerations of cost. Consistent with these requirements, the layout and content of this table SR1 should be as simple and brief as possible.The required Completion Dates should be realistic] |

SR 2. Technical Specifications

The supply of Non-Consulting Services shall comply with the following Technical Specifications and Standards:

[The purpose of the Technical Specifications (TS), is to define the technical characteristics of the Non-Consulting Services required by the Employer. The Employer shall prepare the detailed TS take into account that the TS constitute the benchmarks against which the Employer will verify the technical responsiveness of Bids and subsequently evaluate the Bids. Therefore, well-defined TS will facilitate preparation of responsive Bids by Bidders, as well as examination, evaluation, and comparison of the Bids by the Employer.

Include (if applicable) specific sections on

Any specific standards and codes to be used;

Environmental, Health and Safety Procedures;

Inspections and Testing;

Delivery and Completion Schedule;

Deliverables/Reporting Requirements

SR 3. List of Services and Completion Schedule

|  |
| --- |
|  |
| Service | Description | Quantity | Physical Unit | Location | Final Completion Date(s) of Services |
|
| [insert Service No] | [insert description of Services] | [insert quantity of items to be supplied] | [insert physical unit for the items] | [insert name of the place where Services shall be performed] | [insert required Completion Date(s)] |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| [**The objectives of this table are**(a) to provide sufficient information on the quantities of Services to be performed to enable Bids to be prepared efficiently and accurately; and(b) when a Contract has been entered into, to provide a Priced Schedule for use in the periodic valuation of Services executed.In order to attain these objectives, Services should be itemized in the above List in sufficient detail to distinguish between the different classes of Services, or between Services of the same nature carried out in different locations or in other circumstances which may give rise to different considerations of cost. Consistent with these requirements, the layout and content of this table SR1 should be as simple and brief as possible.The required Completion Dates should be realistic] |

SR 4. Technical Specifications

The supply of Non-Consulting Services shall comply with the following Technical Specifications and Standards:

[The purpose of the Technical Specifications (TS), is to define the technical characteristics of the Non-Consulting Services required by the Employer. The Employer shall prepare the detailed TS take into account that the TS constitute the benchmarks against which the Employer will verify the technical responsiveness of Bids and subsequently evaluate the Bids. Therefore, well-defined TS will facilitate preparation of responsive Bids by Bidders, as well as examination, evaluation, and comparison of the Bids by the Employer.

Include (if applicable) specific sections on

Any specific standards and codes to be used;

Environmental, Health and Safety Procedures;

Inspections and Testing;

Delivery and Completion Schedule;

Deliverables/Reporting Requirements]

SR 5. Drawings

This Bidding Document includes the following drawings:

|  |
| --- |
| List of Drawings |
| Drawing No. | Drawing Name | Purpose |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

SR 6. Inspections and Tests

[MCA to adjust if needed, or write Not Applicable]

The following inspections and tests shall be performed on the Goods and Services:

Prior to shipment

[insert list of inspections and tests]

At the delivery point:

[insert list of inspections and tests]

SR 7. Environmental, Health and Safety Procedures

The Service Provider shall abide by the following environmental, health and safety requirements:

[Insert list of requirements, if any ensuring compliance with MCC’s Guidelines for Environment and Social Assessment or write Not Applicable]

# PART 3: CONTRACT DOCUMENTS

## Section VI General Conditions of Contract

**Contract Agreement**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| This CONTRACT AGREEMENT (this “Contract”) is made as of the **[day]** **of [month],** **[year],** between **[full legal name of the MCA Entity]** (the “Employer”), on the one part, and **[full legal name of Service Provider]** (the “Service Provider”), on the other part.***[Note: If the Service Provider consists of more than one entity, the following should be used]***This CONTRACT AGREEMENT (this “Contract”) made as of the [**day**] of [**month**], [**year**], between [**full legal name of the MCA Entity**] (the “Employer”), on the one part, and [**full legal name of lead Service Provider**] (the “Service Provider”) in [**joint venture / association**] with [**list names of each joint venture/association entity**], on the other part, each of which will be jointly and severally liable to the Employer for all of the Service Provider’s obligations under this Contract and is deemed to be included in any reference to the term “Service Provider.”**RECITALS**WHEREAS,1. The Millennium Challenge Corporation (“MCC”) and the Government of [**Country**] (the “Government”) have entered into a Millennium Challenge Compact for Millennium Challenge Account assistance to help facilitate poverty reduction through economic growth in [**Country**] on [**insert** **date**] (the “Compact”) in the amount of approximately [**insert** **amount**] (“MCC Funding”). The Government, acting through the Employer, intends to apply a portion of the proceeds of MCC Funding to eligible payments under this Contract. Payments made under this Contract will be subject, in all respects, to the terms and conditions of the Compact and related documents, including restrictions on the use, and conditions to disbursement, of MCC Funding. No party other than the Government and the Employer shall derive any rights from the Compact or have any claim to the proceeds of MCC Funding; and
2. The Employer invited bids for the provision of certain non-consulting services identified in this Contract and has accepted a bid by the Service Provider for the supply of those non-consulting services on the terms and conditions set forth in this Contract.

NOW THEREFORE, the parties hereto agree as follows:1. In consideration of the payments to be made by the Employer to the Service Provider as set forth in this Contract, the Service Provider hereby covenants with the Employer to provide the Non-Consultant Services and to remedy defects therein in conformity in all respects with the provisions of this Contract.
2. Subject to the terms of this Contract, the Employer hereby covenants to pay the Service Provider in consideration of the provision of the Non-Consultant Services and the remedying of defects therein, the Contract Price (as defined below) or such other sum as may become payable under the provisions of this Contract at the times and in the manner prescribed by this Contract.

IN WITNESS whereof the parties hereto have caused this Contract to be executed in accordance with the laws of [**country**] on the day, month and year first indicated above.

|  |  |
| --- | --- |
| **For [full legal name of the Employer]:** | For **[full legal name of the Service Provider]:** |
| Signature | Signature |
| Name | Name |
| Witnessed By | Witnessed By |

***[Note: If the Service Provider consists of more than one entity, all these entities should appear as signatories, e.g., in the following manner:]***For and on behalf of each of the Members of the Service Provider**[Name of Member]****[Authorized Representative]****[Name of Member]****[Authorized Representative]** |

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General Conditions of Contract**

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| 1. Definitions
 | * 1. Capitalized terms used in this Contract and not otherwise defined have the meanings given such terms in the Compact or related document. Unless the context otherwise requires, the following terms whenever used in this Contract have the following meanings:
1. “Applicable Law” has the meaning given the term **in the SCC**.
2. “Associate” means any entity that is a member of the Association that forms the Service Provider. A Subcontractor is not an Associate.
3. “Association” or “association” or “Joint Venture” or “joint venture” means an association of entities that forms the Service Provider, with or without a legal status distinct from that of its members.
4. “Bid” means the bid for the provision of the Non-Consulting Services submitted by the Service Provider and accepted by the Employer and that forms an integral part of this Contract.
5. “Bidding Document” has the meaning given the term **in the SCC**.
6. “Compact” has the meaning given the term in the recital clauses to the Contract Agreement.
7. “Completion” means the fulfilment of the Services by the Service Provider in accordance with the terms and conditions set forth in this Contract.
8. “Completion Date” means the date of completion of the Services by the Service Provider as certified by the Employer.
9. “Contract” means this agreement entered into between the Employer and the Service Provider, to provide the Services and consists of the documents listed in GCC Sub-Clause 2.6, as the same may be amended, modified, or supplemented from time to time in accordance with the terms of this agreement.
10. “Contract Price” means the price to be paid for the provision of the Services, in accordance with GCC Sub-Clause 15.1.
11. “day” means a calendar day.
12. “Defect” means any part of the Services not delivered according to Annex B: Description of Services and the provisions of this Contract.
13. “Defects Liability Period” means the period calculated from the Completion Date, during which the Service Provide is responsible to correct any Defect.
14. “Eligible Countries” has the meaning given such term in GCC Sub-Clause 7.1.
15. “Employer” has the meaning given the term **in the SCC**.
16. "Force Majeure" has the meaning given the term in GCC Sub-Clause 29.1.
17. “GCC” means these General Conditions of Contract.
18. “Government” has the meaning given the term in the recital clauses to the Contract Agreement.
19. “IFC Performance Standards” means the International Finance Corporation’s Performance Standards on Environmental and Social Sustainability.
20. “Key Personnel” means the Personnel listed in Annex C to this Contract.
21. “Location” means the place(s) where the Services should be delivered as indicated in Annex B to this Contract.
22. “MCA Country” has the meaning given the term **in the SCC**.
23. “MCC” has the meaning given the term in the recital clauses to this Contract.
24. “MCC Funding” has the meaning given the term in the recital clauses to this Contract.
25. “*MCC Program Procurement Guidelines*” means the Millennium Challenge Corporation Program Procurement Guidelines posted on the MCC Website, as may be amended from time to time.
26. “Notification of Award” means the notice sent from the Employer to the Service Provider notifying the Service Provider that it was the successful bidder and that its Bid had been accepted and that forms an integral part of this Contract.
27. “Party” means the Employer or the Service Provider, as the case may be, and “Parties” means both of them.
28. “Personnel” means persons hired by the Service Provider or by any Subcontractor as employees and assigned to the performance of the Services or any part thereof.
29. “SCC” means the Special Conditions of Contract by which the GCC may be amended or supplemented.
30. “Services” or “Non-Consulting Services” means the work to be performed by the Service Provider under the Contract, as described in Annex B: Description of Services.
31. “Service Provider” means the entity that provides the Non-Consulting Services to the Employer under the Contract.
32. “Subcontractor” means any person or entity to whom any part of the Goods to be supplied or execution of any part of the Services is subcontracted by the Service Provider in accordance with the terms of this Contract.
33. “Tax” and “Taxes” have the meanings given the terms in the Compact or related agreement.
34. “Trafficking in Persons” has the meaning given in GCC Clause 32.
 |
| 1. Interpretation and General Matters
 | * 1. Unless otherwise indicated, throughout this Contract:
1. “confirmation” means confirmation in writing;
2. “in writing” means communicated in written form (e.g., by mail, e-mail, or facsimile) delivered with proof of receipt;
3. except where the context requires otherwise, words indicating the singular also include the plural and words indicating the plural also include the singular;
4. the feminine means the masculine and vice versa; and
5. the headings are for reference only and shall not limit, alter or affect the meaning of this Contract.
 |
| **Entire Agreement** | * 1. This Contract constitutes the entire agreement between the Employer and the Service Provider and supersedes all communications, negotiations and agreements (whether written or oral) of the Parties made prior to the date of this Contract. No agent or representative of either Party has the authority to make, and the Parties shall not be bound by or be liable for, any statement, representation, promise or agreement not set forth in this Contract.
 |
| **Amendment** | * 1. The following shall apply with respect to any amendment or other modification of this Contract:
1. No amendment or other modification of this Contract shall be valid unless it is in writing, is dated, expressly refers to this Contract, and is signed by a duly authorized representative of each Party to this Contract.
2. The prior written consent of MCC is required in the case of any amendment or other variation of this Contract that (i) increases the original contract value of the Contract or (ii) extends the original Contract duration by amounts meeting or exceeding the thresholds provided in Attachment A. Approval Matrix of the *MCC Program Procurement Guidelines*.
 |
| **Waiv**ers, Forbe**arance, Etc.** | * 1. The following shall apply with respect to any waivers, forbearance, or similar action taken under this Contract:
1. Any waiver of a Party’s or MCC’s rights, powers, or remedies under this Contract must be in writing, dated, and signed by an authorized representative of the Party (or MCC) granting such waiver, and must specify the terms under which the waiver is being granted;
2. No relaxation, forbearance, delay, or indulgence by either Party or MCC, as the case may be, in enforcing any of the terms and conditions of this Contract or the granting of time by either Party or MCC to the other shall prejudice, affect, or restrict the rights of that Party or MCC under this Contract, neither shall any waiver by either Party or MCC of any breach of Contract operate as waiver of any subsequent or continuing breach of Contract
 |
| Severability | * 1. If any provision or condition of this Contract is prohibited or rendered invalid or unenforceable, such prohibition, invalidity or unenforceability shall not affect the validity or enforceability of any other provisions and conditions of this Contract
 |
| Documents Making Up This Contract | * 1. The following documents are deemed to form an integral part of this Contract and shall be interpreted in the following order of priority:
1. the Agreement consisting of the initial paragraphs, recitals and other clauses set forth immediately prior to the GCC and including the signatures of the Employer and the Service Provider;
2. the SCC and Annex A to this Contract;
3. the GCC;
4. the Notification of Award;
5. Annex B: Description of Services;
6. Annex C: Service Provider’s Key Personnel;
7. Annex D: Price Schedule; and
8. the Service Provider’s Bid;
9. any other document **listed in the SCC** as forming part of this Contract.
 |
| 1. Fraud and Corruption Requirements
 | * 1. MCC requires that all beneficiaries of MCC Funding, including the Employer and any applicants, bidders, service providers, suppliers, contractors, subcontractors, consultants, and sub-consultants under any MCC-funded contracts, observe the highest standards of ethics during the procurement and execution of such contracts.

MCC’s Policy on Preventing, Detecting and Remediating Fraud and Corruption in MCC Operations (“MCC’s AFC Policy”) is applicable to all procurements and contracts involving MCC Funding and can be found on the MCC website. MCC’s AFC Policy requires that companies and entities receiving MCC funds acknowledge notice of MCC’s AFC Policy and certify to the Employer that they have acceptable commitments and procedures in place to address the potential for fraudulent and corrupt practices. Any entity receiving an award (including, but not limited to, both contracts and grants) of MCC Funding of over $500,000 will be required to certify to the Employer that they will adopt and implement a code of business ethics and conduct within 90 days of contract award. Such entity will also include the substance of this clause in subcontracts that have a value in excess of $500,000. Information regarding the establishment of business ethics and conduct programs can be obtained from numerous sources, including but not limited to: <http://www.oecd.org/corruption/Anti-CorruptionEthicsComplianceHandbook.pdf>; <https://www.cipe.org/wp-content/uploads/2014/01/CIPE_Anti-Corruption_Compliance_Guidebook.pdf>For purposes of the Contract, the terms set forth below are defined as follows:1. “**coercion**” means impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of any party, to improperly influence the actions of a party in connection with the implementation of any contract supported, in whole or in part, with MCC Funding, including such actions taken in connection with a procurement process or the execution of a contract;
2. “**collusion**” means a tacit or explicit agreement between two or more parties to engage in coercion, corruption, fraud, obstruction of investigation into allegations of fraud or corruption, or a prohibited practice, including any such agreement designed to fix, stabilize, or manipulate prices or to otherwise deprive the Employer of the benefits of free and open competition;
3. “**corruption**” means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of a public official, the Employer’s staff, MCC staff, consultants, or employees of other entities engaged in work supported, in whole or in part, with MCC Funding, including such work involving taking or reviewing selection decisions, otherwise advancing the selection process or contract execution, or the making of any payment to any third party in connection with or in furtherance of a contract.;
4. “**fraud**” means any act or omission, including any misrepresentation, that knowingly or recklessly misleads or attempts to mislead a party in order to obtain a financial or other benefit in connection with the implementation of any contract supported, in whole or in part, with MCC Funding, including any act or omission designed to influence (or attempt to influence) a selection process or the execution of a contract, or to avoid (or attempt to avoid) an obligation;
5. “**obstruction of investigation into allegations of fraud or corruption**” means any act taken in connection with the implementation of any contract supported, in whole or in part, with MCC Funding: (a) that results in the deliberate destroying, falsifying, altering or concealing of evidence or making false statement(s) to investigators or any official in order to impede an investigation into allegations of coercion, corruption, fraud, obstruction of investigation into allegations of fraud or corruption, or a prohibited practice; or (b) that threatens, harasses, or intimidates any party to prevent him or her from either disclosing his or her knowledge of matters relevant to an investigation or from pursuing the investigation; or (c) that is intended to impede the conduct of an inspection and/or the exercise of audit rights of MCC and/or the Office of the Inspector General (OIG) responsible for MCC provided under the Compact, Threshold Program agreement, or related agreements.
6. “**prohibited practice**” means any action that violates Section E (Compliance with Anti-Corruption Legislation), Section F (Compliance with Anti-Money Laundering Legislation), and Section G (Compliance with Terrorist Financing Legislation and Other Restrictions) of the A (Additional Provisions) to this Contract.
7. MCC may cancel any portion or all of the MCC Funding allocated to this Contract if it determines at any time that representatives of the Employer, the Service Provider or any other beneficiary of the MCC Funding were engaged in coercion, collusion, corruption, fraud, obstruction of investigation into allegations of fraud or corruption, or prohibited practices during the selection process or the performance of this Contract, or another MCC-funded contract, without the Employer, the Service Provider or such other beneficiary having taken timely and appropriate action satisfactory to MCC to remedy the situation.
8. MCC and the Employer may pursue sanction of the Service Provider, including declaring the Service Provider ineligible, either indefinitely or for a stated period of time, to be awarded any MCC-funded contract if at any time either MCC or the Employer determines that the Service Provider has, directly or through an agent, engaged in any coercion, collusion, corruption, fraud, obstruction of investigation into allegations of fraud or corruption, or prohibited practices in competing for, or in performance of, this Contract or another MCC-funded contract.
9. If the Employer or MCC determines that the Service Provider, any subcontractor, any of the Service Provider’s personnel or any agent or affiliate of any of them has, directly or indirectly, engaged in coercion, collusion, corruption, fraud, obstruction of investigation into allegations of fraud or corruption, or prohibited practices in competing for, or in the performance of, this Contract or another MCC-funded contract, then the Employer or MCC may, by notice, immediately terminate the Service Provider’s employment under the Contract and the provisions of GCC 30 shall apply.
 |
| 1. Commissions and Fees
 | * 1. The Service Provider shall disclose any commissions or fees that may have been paid or are to be paid to agents, representatives, or commission agents with respect to the selection process or execution and performance of this Contract. The information disclosed must include at the name and address of the agent, representative, or commission agent, the amount and currency, and the purpose of the commission or fee.
 |
| 1. Law and Language Governing the Contract
 | * 1. This Contract, its meaning and interpretation, and the relation between the Parties shall be governed by the Applicable Law.
	2. This Contract has been executed in the language(s) **specified in the SCC**. If the Contract is executed in both the English and another language, the English language version shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract.
 |
| 1. Association
 | * 1. Where the Service Provider is a Joint Venture or other Association of more than one person or entity, all of the members of such Joint Venture or Association shall be jointly and severally liable to the Employer for the fulfilment of the provisions of this Contract and designate the member **identified in the SCC** to act on their behalf in exercising all the Service Provider’s rights and obligations toward the Employer under this Contract, including without limitation the receiving of instructions and payments from the Employer. The composition or the constitution of the Joint Venture or other Association shall not be altered without the prior consent of the Employer in writing.
 |
| 1. Eligibility
 | * 1. The Service Provider and its Subcontractors shall at all times during the term of this Contract have the nationality of a country or territory eligible, in accordance with the Compact, the *MCC Program Procurement Guidelines* and Annex A to this Contract (“Eligible Countries”). The Service Provider or a Subcontractor shall be deemed to have the nationality of a country if it is a citizen or constituted, incorporated, or registered, and operates in conformity with the provisions of the laws of that country.
	2. All Non-Consulting Services to be supplied under this Contract and financed from the Compact shall have their origin in Eligible Countries.
	3. For the purpose of this GCC Clause 7, “origin” means the place from which the Services are supplied.
 |
| 1. Notices
 | * 1. Any notice, request or consent required or permitted to be given or made pursuant to this Contract shall be in writing. Any such notice, request or consent shall be deemed to have been given or made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent to such Party at the address **specified in the SCC**, or sent by facsimile or electronic e-mail with confirmation, if sent during normal business hours of the recipient Party, unless the giving of notice is otherwise governed by Applicable Law.
	2. A Party may change its address for receiving notice under this Contract by giving the other Party notice in writing of such change to the address **specified in the SCC**.
 |
| 1. Settlement of Disputes
 | * 1. The Employer and the Service Provider shall use their best efforts to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with this Contract.
	2. If the Parties fail to resolve any disagreement or dispute in accordance with GCC Sub-Clause 9.1 within thirty (30) days after the receipt by one Party of the other Party’s request for such resolution, either Party may submit the disagreement or dispute in accordance with the provisions **specified in the SCC**.
 |
| 1. Scope of Services
 | * 1. The Services to be supplied shall be as specified in Annex B: Description of Services. Unless otherwise stipulated in this Contract, the Services shall include all such work not specifically mentioned in this Contract but that can be reasonably inferred from this Contract as being required for attaining Completion of the Services as if such items were expressly mentioned in this Contract.
 |
| 1. Standard of performance
 | * 1. The Service Provider shall perform the Services in accordance with Annex B: Description of Services, and carry out its obligations with all due diligence, efficiency, and economy, in accordance with generally accepted professional techniques and practices, and shall observe sound management practices, and employ appropriate advanced technology and safe methods.
	2. The projects MCC finances under a compact will be developed and implemented in a manner consistent with the environmental and social performance standards set forth in the Performance Standards on Environmental and Social Sustainability of the International Finance Corporation (IFC), as amended from time to time. The Service Provider is therefore required to comply with IFC Performance Standards for the purposes of this Contract. Additional information on the IFC Performance Standards can be found here: <http://www.ifc.org/wps/wcm/connect/topics_ext_content/ifc_external_corporate_site/sustainability-at-ifc/policies-standards/performance-standards> <http://www.ifc.org/wps/wcm/connect/topics_ext_content/ifc_external_corporate_site/sustainability-at-ifc/policies-standards/performance-standards>
 |
| 1. **Conflict of interest**
 | * 1. During the term of this Contract and after its termination, the Service Provider and its affiliates, as well as any Subcontractor and any of its affiliates, shall be disqualified from providing goods, works, or Services (other than the Services and any continuation thereof) for any project resulting from or closely related to the Services. Neither the Service Provider nor its Subcontractors nor the Personnel shall engage, either directly or indirectly, in any of the following activities:
1. during the term of this Contract, any business or professional activities in the Employer’s country which would conflict with the activities assigned to them under this Contract;
2. after the termination of this Contract, such other activities as may be **specified in the SCC**.
 |
| 1. Delivery of Services
 | * 1. Before commencement of the Services, the Service Provider shall submit to the Employer for approval a Program showing the general methods, arrangements, order and timing for all activities. The Services shall be carried out in accordance with the approved Program as updated.
	2. The Service Provider shall start carrying out the Services within the number of days after the date of Contract signing as **specified in the SCC.**
	3. The Delivery and Completion of the Services shall be in accordance with the Delivery and Completion Schedule specified in Annex B: Description of Services.
 |
| 1. Service Provider’s Personnel
 | * 1. The titles, agreed job descriptions, minimum qualifications, and estimated periods of engagement in the carrying out of the Services of the Service Provider’s Key Personnel are described in Annex C. The Key Personnel and Subcontractors listed by title as well as by name in Annex C are hereby approved by the Employer.
	2. Except as the Employer may otherwise agree, no changes shall be made in the Key Personnel. If, for any reason beyond the reasonable control of the Service Provider, it becomes necessary to replace any of the Key Personnel, the Service Provider shall provide as a replacement a person of equivalent or better qualifications.
	3. The Service Provider shall provide all personnel with documented information that is clear and understandable, regarding their rights under national labor and employment law and any applicable collective agreements, including their rights related to hours of work, wages, overtime, compensation, and benefits upon beginning the working relationship and when any material changes occur.
	4. If the Employer finds that any of the Personnel have (i) committed serious misconduct or have been charged with having committed a criminal action, or (ii) have reasonable cause to be dissatisfied with the performance of any of the Personnel, then the Service Provider shall, at the Employer’s written request specifying the grounds thereof, provide as a replacement a person with qualifications and experience acceptable to the Employer.
	5. The Service Provider shall have no claim for additional costs arising out of or incidental to any removal and/or replacement of Personnel.
	6. The Service Provider shall provide a grievance mechanism for Personnel, including Sub-consultant staff, if a separate Sub-consultant grievance mechanism does not exist, to raise workplace concerns. The Service Provider shall inform its Personnel of the grievance mechanism at the time of recruitment and make it easily accessible to them. The mechanism should involve review by an appropriate level of management and address concerns promptly, using an understandable and transparent process that provides timely feedback to those concerned, without any retribution to personnel for initiating or participating in a complaint under such mechanism. The mechanism should also allow for anonymous complaints to be raised and addressed. The mechanism should not impede access to other judicial or administrative remedies that might be available under Applicable Law or through existing arbitration procedures, or substitute for grievance mechanisms provided through collective agreements.
	7. The Service Provider shall adopt and implement human resources policies and procedures appropriate to its size and workforce that set out its approach to managing the Personnel. At a minimum, the Service Provider shall provide all Personnel with documented information that is clear and understandable regarding their rights under all the Applicable Laws regarding labor and any applicable collective agreements, including their rights related to their employment, health, safety, welfare, immigration and emigration upon beginning the working relationship and when any material changes occur.
	8. The Service Provider shall adopt recruitment, hiring and retention practices that support the employment of women and staff from diverse backgrounds.
	9. The Service Provider shall ensure that the employment terms and conditions of migrant workers are not influenced by their migrant status.
	10. Where accommodation or welfare facilities are provided to Personnel, the Service Provider shall put in place and implement policies on the quality and management of such accommodation and the provision of such welfare facilities (including as regards minimum space, supply of water, adequate sewage and garbage disposal systems, appropriate protection against heat, cold, damp, noise, fire and disease carrying animals, adequate sanitary and washing facilities, separate breastfeeding/pumping facilities, ventilation, cooking and storage facilities and natural and artificial lighting, and all reasonable precautions to maintain the health and safety of the Personnel). The accommodation and welfare facilities shall be provided in a manner consistent with the principles of non-discrimination and equal opportunity. Accommodation arrangements shall not restrict freedom of movement or of association, save that separate facilities should be provided for men and women. Sanitary and washing facilities should be provided in a manner that allow individuals’ privacy and safety. Additional summary guidance may be found here: <https://www.mcc.gov/resources/doc/guidance-accommodation-welfare-staff-and-labor>
	11. When submitting their ESMP, the Service Provider shall include their proposed specifications related to any facilities that will be provided for staff and labor. The proposed facilities must comply with requirements of IFC Performance Standards 2 and be approved by the Employer.  For further guidance on standards for workers’ accommodation see: “Workers’ accommodation: processes and standards, A guidance note by IFC and the EBRD” in particular its Part II:, Subsection I. Standards for workers’ accommodation, available at:

<https://www.ifc.org/wps/wcm/connect/60593977-91c6-4140-84d3-737d0e203475/workers_accomodation.pdf?MOD=AJPERES&CACHEID=ROOTWORKSPACE-60593977-91c6-4140-84d3-737d0e203475-jqetNIh>* 1. The Service Provider including all Sub-Contractors and any Personnel, shall prohibit, and refrain from, sexual harassment behaviors directed at Compact beneficiaries, partners, stakeholders, MCA Entity employees, MCA Entity consultants, MCC personnel, or MCC consultants. Examples of sexual harassment include, but are not limited to, the following behaviors: unwelcome sexual advances; requests for sexual favors; verbal or physical harassment of a sexual nature; or offensive remarks about a person’s sex, sexual orientation or non-conformity with gender stereotypes. The Service Provider shall put in place an incident referral and reporting plan with respect to the provision of the Services to support a safe and respectful work environment, in form and substance satisfactory to the MCA Entity and MCC. The Service Provider shall be responsible for ensuring that all Sub-Contractors and Personnel understand and operate in accordance the requirements of this Clause in order to assure a safe, respectful, and harassment free work environment. The MCA Entity may investigate (either directly or through a third party) allegations of sexual harassment as it determines appropriate. The Service Provider shall fully cooperate with any investigation conducted by the MCA Entity regarding breach of this provision. The Service Provider will ensure that any incident of sexual harassment investigated by the MCA Entity has been resolved to the MCA Entity and MCC’s satisfaction.
 |
| 1. Contract Price
 | * 1. The contract price shall be as **specified in the SCC** subject to any additions and adjustments thereto, or deductions therefrom, as may be made pursuant to this Contract.

Prices charged by the Service Provider for the Services performed under this Contract shall not vary from the prices quoted by the Service Provider in its Bid, with the exception of any price adjustments **authorized in the SCC**. |
| 1. Terms of Payment
 | * 1. This Contract Price, including any advance payments, if applicable, shall be paid as **specified in the SCC**.
	2. The Service Provider’s request for payment shall be made to the Employer in writing, accompanied by invoices describing, as appropriate, the Services performed, and upon fulfilment of all other relevant obligations stipulated in this Contract.
	3. Payments shall be made promptly by, or on behalf of, the Employer, no later than thirty (30) days after receipt by the Employer of an invoice or request for payment from the Service Provider in form and substance satisfactory to the Employer.
	4. The currency in which payments shall be made to the Service Provider under this Contract shall be that in which the Bid price is expressed.
	5. In the event that the Employer fails to pay the Service Provider any payment by its respective due date or within the period **set forth in the SCC**, the Employer shall pay to the Service Provider interest on the amount of such delayed payment at the rate **specified in the SCC**, for the period of delay until payment has been made in full, whether before or after judgment or arbitrage award.
 |
| 1. Taxes and Duties
 | * 1. *[This GCC Clause 17 may need to be modified to address unique tax arrangements in some countries. In situations in which a potential issue exists, the relevant MCC OGC attorney is to be consulted before finalizing a form of contract based on this Bidding Document]* Except as may be exempted pursuant to the Compact or another agreement related to the Compact, available in English at **[insert web link],** the Service Provider, its Subcontractors and their respective personnel may be subject to certain Taxes on amounts payable by the Employer under this Contract in accordance with Applicable Law (now or hereinafter in effect). The Service Provider, each Subcontractor and their respective personnel shall pay all Taxes levied under Applicable Law. In no event shall the Employer be responsible for the payment or reimbursement of any Taxes. In the event that any Taxes are imposed on the Service Provider, any Subcontractor or their respective personnel, the Contract Price shall not be adjusted to account for such Taxes.
	2. The Service Provider, any Subcontractor and their respective personnel, and their eligible dependents, shall follow the usual customs procedures of the MCA Country in importing property into the MCA Country.
1. If the Service Provider, any Subcontractor or any of their respective personnel, or their eligible dependents, do not withdraw but dispose of any property in the MCA Country upon which customs duties or other Taxes have been exempted, the Service Provider, the Subcontractor or such personnel, as the case may be, (i) shall bear such customs duties and other Taxes in conformity with Applicable Law, or (ii) shall reimburse such customs duties and Taxes to the Employer if such customs duties and Taxes were paid by the Employer at the time the property in question was brought into the MCA Country.
2. Without prejudice to the rights of the Service Provider under this clause, the Service Provider, the Subcontractors and their respective personnel will take reasonable steps as requested by the Employer or the Government with respect to the determination of the Tax status described in this GCC Clause 17.
3. If the Service Provider is required to pay Taxes that are exempt under the Compact or a related agreement, the Service Provider shall promptly notify the Employer (or such agent or representative designated by the Employer) of any Taxes paid, and the Service Provider shall cooperate with, and take such actions as may be requested by the Employer, MCC, or either of their agents or representatives, in seeking the prompt and proper reimbursement of such Taxes.
4. The Employer shall use reasonable efforts to ensure that the Government provides the Service Provider, the Subcontractors, and their respective personnel the exemptions from taxation applicable to such persons or entities, in accordance with the terms of the Compact or related agreements. If the Employer fails to comply with its obligations under this paragraph, the Service Provider shall have the right to terminate this Contract in accordance with GCC Sub-Clause 31.1(d).
 |
| 1. Performance Security
 | * 1. If so **required in the SCC**, the Service Provider shall, within fourteen (14) days of the notification of contract award, provide a performance security for the due performance of this Contract in the amount **specified in the SCC**.
	2. The proceeds of the performance security shall be payable to the Employer as compensation for any loss resulting from the Service Provider’s failure to complete its obligations in accordance with the terms of this Contract.
	3. The performance security shall be denominated in the currency of this Contract, and shall be in the form of an unconditional bank guarantee issued by a reputable bank located in Employer’s country or in an Eligible Country and in form and substance satisfactory to the Employer, substantially in the appropriate form included in Section VIII. Contract Forms and Annexes, or another type of security **specified in the SCC**.
	4. The performance security shall be valid for twenty-eight (28) days beyond the date **specified in SCC**.
 |
| 1. Deliverables
 | * 1. The Service Provider shall submit to the Employer the reports, deliverables, outputs and documents as specified in Annex B: Description of Services.
	2. All deliverables, outputs, plans, drawings, specifications, designs, reports, and other documents and software submitted by the Service Provider under this Contract shall become and remain the property of the Employer, and the Service Provider shall, not later than upon termination or expiration of this Contract, deliver all such documents and software to the Employer, together with a detailed inventory thereof. The Service Provider may retain a copy of such documents and software. Restrictions about the future use of these documents, if any, shall be **specified in the SCC**.
 |
| 1. Confidential Information
 | * 1. The Employer and the Service Provider shall keep confidential and shall not, without the prior written consent of the other Party, divulge to any third party any documents, data, or other information furnished directly or indirectly by the other Party in connection with this Contract, whether such information has been furnished prior to, during or following completion or termination of this Contract. Notwithstanding the above, the Service Provider may furnish to its Subcontractor such documents, data, and other information it receives from the Employer to the extent required for the Subcontractor to perform its work under this Contract, in which event the Service Provider shall obtain from such Subcontractor an undertaking of confidentiality similar to that imposed on the Service Provider under this GCC Clause 20.
	2. The Employer shall not use documents, data, and other information received from the Service Provider for any purposes unrelated to this Contract. Similarly, the Service Provider shall not use documents, data, and other information received from the Employer for any purpose other than the design, procurement, or other work and services required for the performance of this Contract.
	3. The obligation of a Party under GCC Sub-Clauses 20.1 and 20.2 above, however, shall not apply to information that:
1. the Employer or the Service Provider needs to share with MCC or other entities participating in the financing of this Contract or otherwise in accordance with the requirements of the Compact or related documents;
2. now or hereafter enters the public domain through no fault of that Party;
3. can be proven to have been possessed by that Party at the time of disclosure and which information was not previously obtained, directly or indirectly, from the other Party;
4. otherwise lawfully becomes available to that Party from a third party that has no obligation of confidentiality; or
5. is required to be shared to comply with applicable law.
	1. The provisions of GCC Clause 20 shall survive completion or termination, for whatever reason, of this Contract.
 |
| 1. Subcontracting
 | * 1. The Service Provider shall obtain prior approval in writing of the Employer before entering into a subcontract for the performance of any of its obligations under this Contract. The Service Provider shall notify the Employer in writing of all subcontracts awarded under this Contract if not already specified in the Bid. Subcontracting shall in no event relieve the Service Provider from any of its obligations, duties, responsibilities, or liabilities under this Contract.
	2. Subcontracts shall comply with the provisions of GCC Clauses 3 and 7.
 |
| 1. Specifications and Standards
 | * 1. The Services supplied under this Contract shall conform to the technical specifications and standards, including environmental, health and safety requirements, specified in Annex B: Description of Services and, when no applicable standard is mentioned, the standard shall be equivalent or superior to the official standards whose application is appropriate to the Services’ country(ies) of origin.
	2. The Service Provider shall be entitled to disclaim responsibility for any design, data, drawing, specification or other document, or any modification thereof provided or designed by or on behalf of the Employer, by giving a notice of such disclaimer to the Employer.
	3. Wherever references are made in this Contract to codes and standards in accordance with which it shall be executed, the edition or the revised version of such codes and standards shall be those specified in the Annex B: Description of Services. During Contract execution, any changes in any such codes and standards shall be applied only after approval by the Employer and shall be treated in accordance with GCC Clause 28.
 |
| 1. Patent Indemnity
 | * 1. The Service Provider shall, subject to the Employer’s compliance with GCC Sub-Clause 23.2, indemnify and hold harmless the Employer and its employees, officers and directors from and against any and all suits, actions or administrative proceedings, claims, demands, losses, damages, costs, and expenses of any nature, including attorney’s fees and expenses, which the Employer may suffer as a result of any infringement or alleged infringement of any patent, utility model, registered design, trademarks, copyright, or other intellectual property right registered or existing arising out of or in connection with the Service Provider’s performance of the Services.
	2. If any proceedings are brought or any claim is made against the Employer arising out of the matters referred to in GCC Sub-Clause 23.1, the Employer shall promptly give the Service Provider a notice thereof, and the Service Provider may at its own expense and in the Employer’s name conduct such proceedings or claim and any negotiations for the settlement of any such proceedings or claim.
	3. If the Service Provider fails to notify the Employer within twenty-eight (28) days after receipt of such notice that it intends to conduct any such proceedings or claim, then the Employer shall be free to conduct the same on its own behalf.
	4. The Employer shall, at the Service Provider’s request, afford all reasonably available assistance to the Service Provider in conducting such proceedings or claim, and shall be reimbursed by the Service Provider for all reasonable expenses incurred in so doing.
	5. The Employer shall indemnify and hold harmless the Service Provider and its employees, officers, and Subcontractors from and against any and all suits, actions or administrative proceedings, claims, demands, losses, damages, costs, and expenses of any nature, including attorney’s fees and expenses, which the Service Provider may suffer as a result of any infringement or alleged infringement of any patent, utility model, registered design, trademarks, copyright, or other intellectual property right registered or otherwise existing at the date of this Contract arising out of or in connection with any design, data, drawing, specification, or other documents or materials provided or designed by or on behalf of the Employer.
 |
| 1. Insurance
 | * 1. The Service Provider (a) shall take out and maintain, and shall cause any Subcontractors to take out and maintain, at its (or the Subcontractors’, as the case may be) own cost but on terms and conditions approved by the Employer, insurance against the risks, and for the coverage, as shall be **specified in the SCC**; and (b) at the Employer’s request, shall provide evidence to the Employer showing that such insurance has been taken out and maintained and that the current premiums have been paid.
 |
| 1. Quality Control
 | * 1. The Employer shall check the quality of the Services and shall inspect the Service Provider’s performance according to the relevant section(s) of Annex B: Description of Services. The Employer shall promptly give notice to the Service Provider of any Defects that are identified before the Completion Date, requesting the correction of the notified Defect within a reasonable time.
	2. If the Service Provider has not corrected a Defect within the time specified in the Employer’s notice, the Employer will assess the cost of having the Defect corrected. This cost shall be deducted from the Contract Price, together with the penalty for lack of performance calculated as described in Sub-Clause 26.2.
	3. The Defects Liability Period shall be as **specified in the SCC**.
 |
| 1. Penalties and Liquidated Damages
 | * 1. Except as provided under GCC Clause 29, if the Service Provider fails to perform the Services within the period(s) specified in Annex B: Description of Services, the Employer may without prejudice to any and all of its other remedies under this Contract, or applicable law, deduct from this Contract Price, as liquidated damages, a sum equivalent to the percentage **specified in the SCC** of this Contract Price for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of the percentage **specified in the SCC**. Once the maximum is reached, the Employer may terminate this Contract pursuant to GCC Clause 30.
	2. If the Service Provider has not corrected a Defect within the time specified in the Employer’s notice, the Employer may without prejudice to any and all of its other remedies under this Contract, or applicable law, deduct from this Contract Price, as penalty for lack of performance, a sum equivalent to the percentage **specified in the SCC**.
 |
| 1. Limitation of Liability
 | * 1. Except in cases of criminal negligence or willful misconduct,
1. the Service Provider shall not be liable to the Employer, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the Service Provider to pay liquidated damages to the Employer; and
2. the aggregate liability of the Service Provider to the Employer, whether under this Contract, in tort or otherwise, shall not exceed the total Contract Price.
 |
| 1. Change in Laws and Regulations
 | * 1. Unless otherwise specified in this Contract, if after the date of the Bidding Document, any law, regulation, ordinance, order or by-law having the force of law is enacted, promulgated, abrogated, or changed in the particular area of the Employer’s country (which shall be deemed to include any change in interpretation or application by the competent authorities) that subsequently affects the delivery date and/or this Contract Price, then such delivery date and/or Contract Price shall be correspondingly increased or decreased, to the extent that the Service Provider has thereby been affected in the performance of any of its obligations under this Contract.
 |
| 1. Force Majeure
 | * 1. For the purposes of this Contract, “Force Majeure” means an event or condition that (a) is not reasonably foreseeable and is beyond the reasonable control of a Party, and is not the result of any acts, omissions or delays of the Party relying on such event of Force Majeure, (or of any third party over whom such Party has control, including any Subcontractor), (b) is not an act, event or condition the risks or consequence of which such Party has expressly agreed to assume under this Contract, (c) could not have been prevented, remedied or cured by such Party’s reasonable diligence, and (d) makes such Party’s performance of its obligations under this Contract impossible or so impractical as to be considered impossible under the circumstances.
	2. The failure of a Party to fulfill any of its obligations under this Contract shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as practicable (and in no event later than five (5) days after the occurrence) about the occurrence of an event giving rise to a claim of Force Majeure.
	3. A Party affected by an event of Force Majeure shall continue to perform its obligations under this Contract as far as is reasonably practical, and shall take all reasonable measures to minimize and otherwise mitigate the consequences of any event of Force Majeure.
	4. A Party affected by an event of Force Majeure shall provide evidence of the nature and cause of such event, and shall similarly give written notice of the restoration of normal conditions as soon as possible.
	5. Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.
	6. The Service Provider shall not be liable for forfeiture of its performance security, liquidated damages, penalties or termination for default (other than in accordance with GCC Sub-Clause 30.1(d) if and to the extent that its delay in performance or other failure to perform its obligations under this Contract is the result of an event of Force Majeure.
	7. In the case of disagreement between the Parties as to the existence or extent of an event of Force Majeure, the matter shall be settled in accordance with GCC Clause 9.
 |
| 1. Termination by Employer
 | * 1. Termination for Default:

Without prejudice to any other remedies that may be available to it for breach of this Contract, the Employer, upon written notice to the Service Provider, may terminate this Contract, in whole or in part, in case of the occurrence of any of the events specified in sub-paragraphs (a) through (e) of this GCC Sub-Clause 30.1.1. If the Service Provider, in the judgment of the Employer or MCC, fails to perform its obligations relating to the use of funds set out in Annex A. Termination under this provision shall (i) become effective immediately upon delivery of the notice of termination and (ii) require that the Service Provider repay any and all funds so misused within a maximum of thirty (30) days after termination.
2. If the Service Provider does not remedy a failure in the performance of its obligations under the Contract, within thirty (30) days after being notified or within any further period as the Employer may have subsequently approved in writing.
3. If, as the result of an event of Force Majeure, the Service Provider is unable to perform a material portion of its obligations for a period of not less than sixty (60) days. Termination under this provision shall become effective upon the expiration of thirty (30) days after delivery of the notice of termination or on such later date as may be specified by the Employer.
4. If the Service Provider fails to comply with any final decision reached as a result of arbitration proceedings pursuant to GCC Clause 9. Termination under this provision shall become effective upon the expiration of thirty (30) days after deliver of the notice of termination or on such later date as may be specified by the Employer.
5. If the Service Provider (or any Subcontractor or any of their respective personnel), in the judgment of the Employer, has, directly or through an agent, engaged in coercive, collusive, corrupt, fraudulent, obstructive, or prohibited practices in competing for or in the performance of this Contract. Termination under this provision shall become effective immediately upon delivery of the notice of termination.
	1. Termination for Insolvency

The Employer may at any time terminate this Contract by giving notice to the Service Provider if the Service Provider becomes insolvent or bankrupt, and/or fails to exist or is dissolved. Termination under this provision shall become effective immediately upon delivery of the notice of termination or on such other date as may be specified by the Employer in such notice of termination. In such event, termination will be without compensation to the Service Provider, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to the Employer.* 1. Termination for Convenience

The Employer, by notice sent to the Service Provider, may terminate this Contract, in whole or in part, at any time in its sole discretion for its convenience. The notice of termination shall specify that termination is for the Employer’s convenience, the extent to which performance of the Service Provider under this Contract is terminated, and the date upon which such termination becomes effective.* 1. Suspension or Termination Related to the Compact or Applicable Law
1. The Employer, by notice sent to the Service Provider, may suspend or terminate this Contract, in whole or in part, if the Compact expires, is suspended or terminates in whole or in part in accordance with the terms of the Compact. Suspension or termination under this provision shall become effective immediately upon delivery of the notice of suspension or termination, as the case may be, in accordance with the terms of the notice. If this Contract is suspended pursuant to this GCC Sub-Clause 30.4(a), the Service Provider has an obligation to mitigate all expenses, damages and losses to the Employer during the period of the suspension.
2. The Employer, by notice sent to the Service Provider, may suspend or terminate this Contract, in whole or in part, if suspension or termination is permitted under Applicable Law. Suspension or termination under this provision shall become effective immediately upon delivery of the notice of suspension or termination, as the case may be, in accordance with the terms of the notice. If this Contract is suspended pursuant to this GCC Sub-Clause 30.4(b) the Service Provider has an obligation to mitigate all expenses, damages and losses to the Employer during the period of the suspension.
 |
| 1. Termination by the Service Provider
 | * 1. The Service Provider may terminate this Contract, by not less than thirty (30) days’ written notice to the Employer, in case of the occurrence of any of the events specified in paragraphs (a) through (e) of this GCC Sub-Clause 31.1.
1. If the Employer fails to pay any money due to the Service Provider pursuant to this Contract that is not otherwise subject to dispute pursuant to GCC Clause 9 within forty-five (45) days after receiving written notice from the Service Provider that such payment is overdue. Termination under this provision shall become effective upon the expiration of thirty (30) days after delivery of the notice of termination unless the payment that is the subject of such notice of termination is made by the Employer to the Service Provider within such thirty (30) days.
2. If, as the result of an event of Force Majeure, the Service Provider is unable to perform a material portion of this Contract for a period of not less than sixty (60) days. Termination under this provision shall become effective upon the expiration of thirty (30) days after delivery of the notice of termination.
3. If the Employer fails to comply with any final decision reached as a result of arbitration pursuant to GCC Clause 9. Termination under this provision shall become effective upon the expiration of thirty (30) days after deliver of the notice of termination.
4. If the Service Provider does not receive a reimbursement of any Taxes that are exempt under the Compact within one hundred and twenty (120) days after the Service Provider gives notice to the Employer that such reimbursement is due and owing to the Service Provider. Termination under this provision shall become effective upon the expiration of thirty (30) days after delivery of the notice of termination unless the reimbursement that is the subject of such notice of termination is made to the Service Provider within such thirty (30) days.
5. If this Contract is suspended in accordance with GCC Sub-Clauses 30.4(a) or 30.4(b) for a period of time exceeding three (3) consecutive months; provided that the Service Provider has complied with its obligation to mitigate in accordance with GCC Sub-Clauses 30.4(a) or 30.4(b) during the period of the suspension. Termination under this provision shall become effective upon the expiration of thirty (30) days after delivery of the notice of termination.
 |
| 1. Combating Trafficking in Persons
 | * 1. MCC, along with other United States Government entities, has adopted a zero-tolerance policy with regard to Trafficking in Persons (“TIP”) through its Counter-Trafficking in Persons Policy.[[6]](#footnote-6) In pursuance of this policy:
1. **Defined Terms**. For purposes of the application and interpretation of this Sub-Clause:
2. The terms “coercion,” “commercial sex act,” “debt bondage,” “employee,” “forced labor,” “fraud,” “involuntary servitude,” and “sex trafficking” have the meanings given such terms in the MCC Counter-Trafficking in Persons Policy (“MCC C-TIP Policy”) and such definitions are incorporated by reference into this Sub-Clause; and
3. “Trafficking in Persons” means (A) Sex trafficking in which a commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such act has not attained 18 years of age; (B) The recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.
4. **Prohibition.**

The Service Provider, any Subcontractor, or any of their respective personnel and any of their respective Personnel shall not engage in any form of Trafficking in Persons during the period of performance of any contract funded, in whole or in part, with MCC Funding and must also comply with those prohibitions described in U.S. laws and Execute Orders regarding TIP, including using misleading recruitment practices; charging employees recruitment fees; or destroying, concealing, confiscating, or otherwise denying access by an employee to the employee’s identity documents.1. **Service Provider Requirements**.
2. Each Service Provider, subcontractor, Consultant or Sub-Consultant shall:
	1. notify its employees of the MCC C-TIP Policy and of the actions that will be taken against Personnel for violations of this policy. Such actions may include, but are not limited to, removal from the contract, reduction in benefits, or termination of employment; and
	2. take appropriate action, up to and including termination, against Personnel or subcontractors or Sub-Consultants that violate the prohibitions set out in this policy.
3. Each Service Provider shall:
	1. certify that it is not engaged in, facilitating, or allowing any activities constituting Trafficking in Persons, or related activities also prohibited under this policy, for the duration of the Contract;
	2. provide assurances that activities constituting Trafficking in Persons, or related activities also prohibited under this policy, will not be tolerated on the part of its Personnel, subcontractors or Sub-Consultants (as the case may be), or their respective employees; and
	3. acknowledge that engaging in such activities is cause for suspension or termination of employment or of the Contract.
4. A bidder, supplier, contractor, subcontractor, Service Provider or Sub-Consultant shall inform the MCA Entity within 24 hours of:
	1. any information it receives from any source (including law enforcement) that alleges its Personnel, subcontractor, Sub-Consultant, or the employee of a subcontractor or Sub-Consultant, has engaged in conduct that violates this policy; and
	2. any actions taken against any Personnel, subcontractor, subcontractor/consultant, or the employee of a subcontractor or Sub-Consultant, pursuant to these requirements.

**(d) Remedies.** Once the incident has been confirmed and depending on the severity of each case, the MCA Entity will apply remedies, which could include any, all, or any combination of the following:* 1. the Employer requiring the Service Provider to remove the involved Service Provider’s personnel, Subcontractor, any of its involved personnel, or any involved agent or affiliate;
	2. the Employer requiring the termination of a subcontract or sub-award;
	3. suspension of Contract payments until the breach is remedied to the satisfaction of the Employer and MCC;
	4. loss of incentive payment, consistent with the incentive plan set out in the Contract, if any, for the performance period in which the Employer or MCC determine the breach remains unremedied;
	5. the Employer pursuing sanctions against the Service Provider, including declaring the Service Provider ineligible, either indefinitely or for a stated period of time, to be awarded any MCC-funded contract;
	6. termination of the Contract by the Employer for default or cause in accordance with the termination clause of the Contract; and
	7. The MCA Entity directing the Service Provider to provide reasonable financial support or restitution to the victim(s) of any such incident, in each case in accordance with the Service Provider’s applicable TIP risk management plan, and/or based on a final judicial or administrative determination issued pursuant to Applicable Law or the findings of an investigation conducted (directly or through a third party) by the MCA Entity.
 |
| 1. Prohibition of Harmful Child Labor
 | * 1. The Service Provider shall not employ any child to perform any work that is economically exploitative, or is likely to be hazardous to, or to interfere with the child’s education, or to be harmful to the child’s health or physical, mental, spiritual, moral or social development. The Service Provider will identify the presence of all persons under the age of eighteen (18). Where Applicable Law does not specify a minimum age, the Service Provider shall ensure that children aged below 15 are not employed to perform work under this contract. Where Applicable Law diverges from this specified age standard, the higher age should apply. Children under the age of eighteen (18) will not be employed in hazardous work. All work of persons under the age of eighteen (18) will be subject to an appropriate risk assessment and regular monitoring of health, working conditions, and hours of work.
 |
| 1. Gender and Social Inclusion
 | * 1. The Service Provider shall ensure that its activities under the Contract comply with the MCC Gender Policy[[7]](#footnote-7) and the MCA Entity’s Social and Gender Integration Plan, as relevant to the activities performed under this Contract. The MCC Gender Policy requires that activities funded by MCC specifically address social and gender inequalities to ensure opportunities for the participation and benefit of women and vulnerable groups, as well as to ensure that its activities do not cause significant negative social and gender impacts. MCC also requires equitable opportunities for women and other disadvantaged groups to participate in and benefit from MCC funded activities, including in project-related employment.
 |
| 1. Prohibition of Sexual Harassment
 | * 1. The Service Provider, including all Sub-Contractors and any Personnel, shall prohibit, and refrain from, sexual harassment behaviors directed at Compact beneficiaries, partners, stakeholders, MCA Entity employees, MCA Entity consultants, MCC personnel, or MCC consultants. Examples of sexual harassment include, but are not limited to, the following behaviors: unwelcome sexual advances; requests for sexual favors; verbal or physical harassment of a sexual nature; or offensive remarks about a person’s sex, sexual orientation or non-conformity with gender stereotypes. The Service Provider shall put in place an incident referral and reporting plan with respect to the provision of the Services to support a safe and respectful work environment, in form and substance satisfactory to the Employer and MCC. The Service Provider shall be responsible for ensuring that all Sub-Contractors and Personnel understand and operate in accordance the requirements of this Clause in order to assure a safe, respectful, and harassment free work environment. The MCA Entity may investigate (either directly or through a third party) allegations of sexual harassment as it determines appropriate. The Service Provider shall fully cooperate with any investigation conducted by the MCA Entity regarding breach of this provision. The Service Provider will ensure that any incident of sexual harassment investigated by the MCA Entity has been resolved to the MCA Entity and MCC’s satisfaction.
 |
| 1. Non-Discrimination and Equal Opportunity
 | * 1. The MCA Entity adheres to the principle of equal opportunity and fair treatment in its employment practices. The MCA Entity expects that the Service Provider shall not make employment decisions on the basis of personal characteristics unrelated to inherent job requirements. Personal characteristics include sex, race, nationality, ethnic, social and indigenous origin, religion or belief, disability, age, sexual orientation, and gender identity. The MCA Entity expects that the Service Provider shall base its employment decisions on the principle of equal opportunity and fair treatment, and shall not discriminate with respect to aspects of the employment relationship, including recruitment and hiring, compensation (including wages and benefits), working conditions and terms of employment, access to training, promotion, termination of employment or retirement, and discipline. Special measures of protection or assistance to remedy past discrimination or selection for a particular job based on the inherent requirements of the job shall not be deemed discrimination. The Service Provider shall observe any additional requirements as may be **stipulated in the SCC**.
 |
| 1. Reimbursable Amounts
 | * 1. If this Contract permits re-imbursement of any costs, the re-imbursement amounts shall be limited by and made only in accordance with applicable MCC Cost Principles, which are posted at [www.mcc.gov](http://www.mcc.gov).
 |
| 1. Accounting, Inspection and Auditing
 | * 1. The Service Provider shall keep accurate and systematic accounts and records in respect of the provision of the Non-Consulting Services under this Contract, in accordance with the provisions of Annex A and internationally accepted accounting principles.
 |
| 1. Use of Funds; Compliance with Environmental Guidelines
 | * 1. The Service Provider shall ensure that its activities do not violate provisions relating to use of funds and environmental guidelines, as set out in Annex A.
 |
| 1. MCC Conditionalities
 | * 1. For the avoidance of doubt, the Parties agree and understand that the provisions set forth in Annex A reflect certain requirements of the Government and the Employer under the terms of the Compact and related documents that are required to be transferred onto any Service Provider, Subcontractor or other associate who partakes in procurement or subsequent contracts in which MCC Funding is involved and that, as with the other clauses of this Contract, the provisions of Annex A are binding obligations under this Contract.
 |
| 1. Flow through Provisions
 | * 1. In any sub-contract or sub-award entered into by the Service Provider, as permitted by the terms of this Contract, the Service Provider shall ensure the inclusion of all the provisions contained in Annex A in any agreement related to such sub-contract or sub-award.
 |
| 1. Assignment
 | * 1. Neither party shall assign the whole or any part of the Contract, or any benefit or interest in or under the Contract, without the consent of the other party; provided that, the Employer may assign the whole or any part of the Contract, or any benefit or interest in or under the Contract, to another person or entity of the Government (or another entity designated by the Government) without the consent of the Service Provider. The Employer shall use commercially reasonable efforts to notify the Service Provider as soon as reasonably practicable of any such assignment. Any attempted assignment that does not comply with the terms of this GCC Sub-Clause 42.1 shall be null and void.
	2. In the event of any assignment of the Contract by the Employer in accordance with GCC Sub-Clause 42.1:
	3. the Service Provider shall obtain a replacement Performance Security according to the terms of GCC Sub-Clause 18 in an amount equal to that of the then currently issued Performance Security naming the Employer’s assignee as beneficiary, and shall deliver this replacement Performance Security to the Employer on or before the date the assignment becomes effective at which time the Employer shall concurrently return the original Performance Security to the Service Provider;
	4. in the event any advance payment guarantee is outstanding at the time of assignment, the Service Provider shall obtain a replacement advance payment guarantee in an amount equal to that of the then currently issued advance payment guarantee naming the Employer’s assignee as beneficiary, and shall deliver this replacement advance payment guarantee to the Employer on or before the date the assignment becomes effective at which time the Employer shall concurrently return the original advance payment guarantee to the Service Provider.
 |
| 1. Contractor Past Performance System
 | * 1. The Service Provider acknowledges that during the performance of the Contract the Employer shall maintain a performance record of the Service Provider in accordance with MCC’s Contractor Past Performance Reporting System, as described on MCC’s website. The Service Provider shall provide timely information or input to, and otherwise respond to requests for input or information
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| Section VII Special Conditions of Contract |
| The following Special Conditions of Contract (“SCC”) shall supplement and/or amend the General Conditions of Contract (“GCC”). Whenever there is a conflict, the provisions herein shall prevail over those in the GCC. |
| **GCC 1.1** | (a) “Applicable Law” means the laws and any other instruments having the force of law in **[insert** **Country],** as they may be issued and in force from time to time.(e) “Bidding Document” means the bidding documents for the procurement of the Non-Consulting Services; Bid Ref: **[insert reference number]**; issued **[insert issue date].**(o) “Employer” means “MCA **[insert Country]”,** as well as the “MCA Country” successor entity as appointed by the Government. (p) “MCA Country” means the country of **[insert Country]**. |
| **GCC 2.6 (i)** | Other documents forming an integral part of this Contract are:**[insert list of documents as applicable]** |
| **GCC 5.2** | This Contract shall be executed in **[insert language]**  |
| **GCC 6.1** | The member in charge is **[insert name of member]**[Note: If the Service Provider consists of a joint venture or another association of more than one entity, the name of the entity whose address is specified in SCC 7.1 should be inserted here. If the Service Provider consists only of one entity, this SCC 5.1 should be deleted from the SCC.] |
| **GCC 8.1** | For notices that are served on the Employer the address shall be:[full legal name of the Employer] Att.: The Procurement Agent of [name of Employer]Address: [insert relevant address]E-mail: [insert relevant email address]For notices that are served on the Service Provider the address shall be:[insert relevant address] |
| **GCC 8.2** | For changes of address that are served on the Employer the address shall be:[full legal name of the Employer] Att.: The Procurement Agent of [name of Employer]Address:E-mail:For changes of address that are served on the Service Provider the address shall be:[insert relevant address] |
| **GCC 9.2** | Disputes arising under this Contract that are not resolved by the Parties in accordance with GCC Sub-Clause 9.1, shall be settled by arbitration in accordance with the following provisions:**[insert arbitration provisions, including location of arbitration proceedings]***[Note: The following provision concerning MCC’s right to be included as an observer in any arbitration proceeding is to be included in all contracts]*MCC Right to ObserveMCC has the right to be an observer to any arbitration proceeding associated with this Contract, at its sole discretion, but does not have the obligation to participate in any arbitration proceeding. Whether or not MCC is an observer to any arbitration associated with this Contract, the Parties shall provide MCC with written English transcripts of any arbitration proceedings or hearings and a copy of the reasoned written award within ten (10) days after (a) each such proceeding or hearing or (b) the date on which any such award is issued. MCC may enforce its rights under this Contract in an arbitration conducted in accordance with this provision or by bringing an action in any court that has jurisdiction. The acceptance by MCC of the right to be an observer to the arbitration shall not constitute consent to the jurisdiction of the courts or any other body of any jurisdiction or to the jurisdiction of any arbitral panel. |
| **GCC 12.2(b)** | **[insert activities to be restricted, if applicable]** |
| **GCC 13.2** | **[insert number of days]** |
| **GCC 15.1** | The Contract Price is **[insert amount]** United States Dollars.ORThe Contract Price is:**[insert amount]** United States Dollars and **[insert amount] [local currency]**ORThe Contract Price is **[insert amount] [local currency]***[Note: delete whichever among the above that are not appropriate]*The accounts are:For US Dollars: **[insert account number]**For Local Currency: **[insert account number]** |
| **GCC 15.2** | The prices charged for the Goods delivered and Services performed shall not be adjustable.ORThe prices charged for the Goods delivered and the Services performed shall be adjustable and the following method shall be used to calculate the price adjustment:**[insert method to be used to calculate price adjustment]***[Note: delete whichever is not appropriate]* |
| **GCC 16.1** | *[Sample provision:**The method and conditions of payment to be made to the Service Provider under this Contract shall be as follows:**Advance for Mobilization, Materials and Supplies: \_\_\_\_\_ percent of the Contract Price shall be paid against the submission of a bank guarantee for the same amount.**Progress payments in accordance with the milestones established as follows, subject to certification by the Employer, that the Services have been rendered satisfactorily, pursuant to the standards and performance indicators:**\_\_\_\_\_\_\_(indicate milestone and/or percentage) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_(indicate milestone and/or percentage) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* *\_\_\_\_\_\_\_(indicate milestone and/or percentage) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]* |
| **GCC 16.5** | The payment-delay period after which the Employer shall pay interest to the Service Provider shall be **[insert number]** days. The interest rate to be applied in the case of late payments is the Federal Funds Rate as stated on the website<http://www.federalreserve.gov/releases/h15/current/default.htm> |
| **GCC 18.1** | The amount of performance security, as a percentage of the Contract Price, shall be in the amount of **[Insert percentage – five (5) to ten (10) percent of the Contract Price would be reasonable; it should not exceed ten (10) percent in any case, except as provided for by BDS 33.2]** and shall be denominated in **[a freely convertible currency acceptable to the Employer]** OR **[the currencies of payment of this Contract, in accordance with their portions of the Contract Price].***[Note: delete whichever is not appropriate]***[If a Defect Liability Period is required under SCC 25.2, insert:****After Completion Date, the performance security shall be reduced to [insert number] percent of the Contract Price.]** |
| **GCC 18.3** | The Performance Security shall be in the form of **[insert “unconditional bank guarantee” unless another type has been agreed by MCC]** |
| **GCC 18.4** | **[If a Defects Liability Period is required under SCC 25.2, insert: “expiration of the Defects Liability Period”;****otherwise, insert: “Completion Date”]** |
| **GCC 19.2** | **[insert restrictions on the future use of documents, if any; otherwise, insert: “not applicable”]** |
| **GCC 24.1** | The risks and coverage by insurance shall be:Third Party motor vehicle – as per statutory requirements in the MCA country;Third Party liability **– [insert amount, if applicable]**Employer’s liability and workers’ compensation - **[insert amount, if applicable]**Professional liability **- [insert amount, if applicable]**Loss or damage to equipment and property - **[insert amount, if applicable]** *[Note: delete whichever is not appropriate]* |
| **GCC 25.3** | The Defects Liability Period shall be: **[insert number of days]**ORNot Applicable*[Note: delete whichever is not appropriate]* |
| **GCC 26.1** | The liquidated damage shall be **[insert number]** percent per week of the Contract Price.The maximum amount of liquidated damages shall be **[insert number]** percent of the Contract Price. |
| **GCC 26.2** | The penalty for lack of performance shall be **[insert number]** percent of the pro rata amount of the Defect. |
| **GCC 36.1** | Additional Non-discrimination and Equal Opportunity requirements are: **[insert additional requirements]**. ORNot Applicable.*[Note: delete whichever is not appropriate]*   |
| Section VIII Contract Forms and Annexes |

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[Annex B: Description of Services 137](#_Toc61669376)

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| Annex A: Annex of Additional Provisions |
| The additional provisions of Contract can be found on the MCC website: <https://www.mcc.gov/resources/doc/annex-of-general-provisions> and MUST be printed out and attached to the Contract prior to signature. |
| Annex B: Description of Services |

*[Note to MCA Entity: Give detailed descriptions of the Services to be provided, dates for completion of various tasks, place of performance for different tasks, specific tasks to be approved by the MCA Entity, etc. This Description of Services is to be based on the TOR issued with the RFP and incorporates changes agreed upon during negotiations. It must be noted that this Description of Services takes precedence over the Service Provider’s Bid, so any changes recommended or requested by the Service Provider do not alter the services the Service Provider is required to perform unless agreed to during negotiations and incorporated into this Description of Services.]*

This Annex A shall incorporate by reference: the bid dated **[insert date of awarded Proposal]** submitted by **[insert name of Bidder awarded the Contract]** in connection with the procurement for this Contract (the “Bid”), as well as changes agreed upon during negotiations. In the event of any inconsistency between this Description of Services and the Proposal, the priority of interpretation shall be given to this Description of Services.

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| Annex C: Service Provider’s Key Personnel |

**[List all Key Personnel and Subcontractors to be involved in the delivery of the Services, with position, job description and minimum qualifications as per the Schedule of Requirements in the Bidding Documents]**

Annex D: Price Schedule

 Annex E: Compliance with Sanctions Certification Form

In satisfaction of Clause G of the Additional Provisions at Annex A of the Contract, this form is to be completed by the Bidder upon submission of the Bid and, if selected, by the Service Provider initially, within 28 days of receipt of Letter of Acceptance and Contract Agreement, and subsequently thereafter on the last business day prior to the last day of each quarter (March 31, June 30, September 30, December 31) after the signature of an MCC-Funded Contract[[8]](#footnote-8), for the duration of the Contract.

The form is to be submitted to the MCA Entity Procurement Agent at the time of Bid submission, and to the MCA Entity Fiscal Agent thereafter [*email addresses for MCA Entity Procurement and Fiscal Agents to be inserted here*] with a copy to MCC at sanctionscompliance@mcc.gov.

For the avoidance of doubt, pursuant to the *MCC Program Procurement Guidelines*, reporting the provision of material support or resources (as defined below) to an individual or entity on the enumerated lists will not necessarily result in the disqualification of a Bidder or cancellation of the Contract. However, **failure** to report such provision, or any similar material misrepresentation, whether intentional or without due diligence, would be grounds for disqualifying the Bidder or canceling the Contract, and may subject such Bidder or Service Provider to criminal, civil, or administrative remedies as appropriate under U.S. law.

**Instructions for completing this form are provided below.**

**Full Legal Name of Bidder/Service Provider: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Full Name and Number of Contract: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MCA Entity with which Contract Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| ALL BIDDERS/SERVICE PROVIDERS TO CHECK THE APPLICABLE BOX BELOW:* All eligibility verifications have been completed in accordance with **Annex A “Additional Provisions,” Paragraph G “Compliance with Terrorist Financing Legislation and Other Restrictions”,** and the Bidder/Service Provider hereby certifies as follows:
	+ No adverse or negative results were obtained from such eligibility verifications; and
	+ To the best of its current knowledge, the Bidder/Service Provider has not provided, at any time within the previous ten years or currently, any material support or resources (including without limitation, any MCC Funding[[9]](#footnote-9)), directly or indirectly to, or knowingly permitted any funding (including without limitation any MCC Funding) to be transferred to, any individual, corporation or other entity that the Bidder or Service Provider knew, or had reason to know, commits, attempts to commit, advocates, facilitates, or participates in any terrorist activity, or has committed, attempted to commit, advocated, facilitated or participated in any terrorist activity, including, but not limited to, the individuals and entities on the enumerated lists described below (including the Bidder or Service Provider itself).

**OR*** All eligibility verifications have been completed in accordance with  **Annex A “Additional Provisions,” Paragraph G “Compliance with Terrorist Financing Legislation and Other Restrictions,”** and the Bidder/ Service Provider hereby certifies that the following adverse or negative results were obtained from such eligibility verification (information to be provided for each result in accordance with the instructions included with this form):
* Name of individual, corporation or other entity:
* Eligibility verification source(s) where listed ineligible:
* Position (if individual), or goods or services provided (if corporation or other entity):
* Estimated value of work performed as of certification date:
* A description of, and the circumstances under which such support was provided:
 |

I hereby certify that the information provided above is true and correct in all material respects and understand that any material misstatement, misrepresentation or failure to provide the information requested in this certification may be deemed to be “fraud” for purposes of the ITB or Contract, the *MCC Program Procurement Guidelines*, and other applicable MCC policy or guidance, including MCC’s Policy on Preventing, Detecting and Remediating Fraud and Corruption in MCC Operations.

**Authorized Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Printed Name of Signatory: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**INSTRUCTIONS FOR COMPLETING THE COMPLIANCE WITH SANCTIONS CERTIFICATION FORM:**

The Bidder/Service Provider shall perform the following procedures to verify the eligibility of firms, key personnel, subcontractors, vendors, suppliers, and grantees, in accordance with **Annex A “Additional Provisions,” Paragraph G “Compliance with Terrorist Financing Legislation and Other Restrictions,”** which is copied below for convenience.

Based on the results of these eligibility verifications, the Bidder/Service Provider shall provide the applicable certification in the attached certification form. Note that for the purposes of this certification, Bidders/Service Providers are only required to submit detailed back-up documentation about the eligibility verifications together with their certification form if the Bidder/Service Providers identifies adverse or negative results. If not, Bidders/Service Providers are free to mark the certification form accordingly and submit it to the appropriate recipient (although the Bidder/Service Provider must maintain records per the instructions below).

The Bidder/Service Provider shall verify that any individual, corporation, or other entity that has access to or is (or would be) a recipient of MCC Funding, including Bidder/Service Provider staff, consultants, subcontractors, vendors, suppliers, and grantees, is not listed on any of the following (or, in the case of #8 below, is not a national of, or associated in, any country appearing on such list):

1. System for Award Management (SAM) Excluded Parties List - <https://www.sam.gov/SAM/pages/public/searchRecords/search.jsf>
2. World Bank Debarred List - <https://www.worldbank.org/debarr>
3. US Treasury, Office of Foreign Assets Control, Specially Designated Nationals (SDN) List - <https://sanctionssearch.ofac.treas.gov/>
4. US Department of Commerce, Bureau of Industry and Security, Denied Persons List - <https://www.bis.doc.gov/index.php/the-denied-persons-list>
5. US State Department, Directorate of Defense Trade Controls, AECA Debarred List - <https://www.pmddtc.state.gov/ddtc_public?id=ddtc_kb_article_page&sys_id=c22d1833dbb8d300d0a370131f9619f0>
6. US State Department, Foreign Terrorist Organizations (FTO) List - <https://www.state.gov/foreign-terrorist-organizations/>
7. US State Department, Executive Order 13224 - <https://www.state.gov/executive-order-13224/>
8. US State Sponsors of Terrorism List - <https://www.state.gov/state-sponsors-of-terrorism/>

In addition to these lists, before providing any material support or resources to an individual or entity, the Bidder/Service Provider will also consider all information about that individual or entity of which it is aware and all public information that is reasonably available to it or of which it should be aware.

Documentation of the process takes two forms. The Bidder/Service Provider should prepare a table listing each staff member, consultant, subcontractor, vendor, supplier, and grantee working on the contract, such as the form provided below.

|  |  |  |
| --- | --- | --- |
|  | Date Checked |  |
| Name | 1 | 2 | 3 | 4 | 5 | 6 | 7 | Eligible (Y/N) |
| SAM Excluded Parties List | World Bank Debarred List | SDN List | Denied Persons List | AECA Debarred List | FTO List | Executive Order 13224 |
| Bidder/Service Provider (the firm itself) |  |  |  |  |  |  |  |  |
| Staff Member #1 |  |  |  |  |  |  |  |  |
| Staff Member #2 |  |  |  |  |  |  |  |  |
| Consultant #1 |  |  |  |  |  |  |  |  |
| Consultant #2 |  |  |  |  |  |  |  |  |
| Sub-Contractor #1 |  |  |  |  |  |  |  |  |
| Sub-Contractor #2 |  |  |  |  |  |  |  |  |
| Vendor #1 |  |  |  |  |  |  |  |  |
| Supplier #1 |  |  |  |  |  |  |  |  |
| Grantee #1 |  |  |  |  |  |  |  |  |

The Bidder/Service Provider should list the date on which the search was conducted using each eligibility verification source, and whether the staff member, consultant, subcontractor, vendor, supplier, or grantee was determined to be eligible – that is, did not show up on any of the eligibility verification sources.

In addition, 1. SAM Excluded Parties List, 3. SDN List, and 5. AECA Debarred List are searchable databases that return a positive or negative search results page upon submission of a name to be searched, in order to document the eligibility, the Bidder/Service Provider should print out and retain for each staff member, consultant, subcontractor, vendor, supplier, or grantee the search results page for each eligibility verification source, which should read, *“Has Active Exclusion? No”* or *“No records found.”* (in the case of SAM Excluded Parties List), *“Your search has not returned any results.”* (in the case of SDN List), or *“No records in Statutorily Debarred Parties using that filter”* or *“No records in Admin Debarred Parties using that filter”* (in the case of AECA Debarred List). In the case of 2. World Bank Debarred List, Table 1: Debarred & Cross-Debarred Firms & Individuals will display a blank field that indicates no matching records have been found. For 4. Denied Persons List, 6. FTO List, and 7. Executive Order 13224, there is no searchable database provided so the Consultant will review each static list and confirm it does not name the firms or individuals identified in the table above.

If an adverse record(s) has/have been found for one or more individuals or entities, including for the Bidder/Service Provider itself, the Bidder/Service Provider must conduct additional research to determine whether the finding is a “false positive” (such as an individual whose name matches the name of an individual listed on a sanctions list, but is a different person). If it is a false positive, the Bidder/Service Provider will mark the staff member, consultant, subcontractor, vendor, supplier, or grantee as eligible, and retain the research confirming that eligibility.

If any of the Bidder’s/Service Provider’s personnel, consultants, subcontractors, vendors, suppliers, or grantees are found to be ineligible at this stage, the MCA Entity will determine whether it is possible under the circumstances to allow the Bidder/Service Provider to make a substitution. This determination will be made on a case by case basis and will require approval by MCC regardless of the estimated value of the proposed contract.

In addition, in accordance with *MCC Program Procurement Guidelines* P1.A.1.9(d), the Bidder/Service Provider must ensure that MCC Funding is not used for goods or services from a country, or from a firm that is organized in or has its principal place of business or a significant portion of its operations in a country, that is subject to country-based sanctions or other restrictions under the law of the United States, including U.S. designated State Sponsors of Terrorism (<https://www.state.gov/state-sponsors-of-terrorism/>).

All of these documents must be retained by the Bidder/Service Provider as part of the overall record of the Contract for the duration of the Contract, and for the further period after the contract expiration that is required for document retention under the Contract (typically five years after the expiration date of the Compact Program or Threshold Program). Access to these documents must be provided to the MCA Entity, MCC, or their designees in accordance with the access provisions of the Contract, And to the USAID Office of Inspector General (responsible for oversight of MCC operations), upon request.

**Annex A “Additional Provisions,” Paragraph G “Compliance with Terrorist Financing Legislation and Other Restrictions”**

1. The Contract Party, to the best of its current knowledge, did not provide, within the previous ten years, and will take all reasonable steps to ensure that it does not and will not knowingly provide material support or resources (as defined below) directly or indirectly to, or knowingly permit any funding (including without limitation MCC Funding) to be transferred to, any individual, corporation or other entity that such Party knows, or has reason to know, commits, attempts to commit, advocates, facilitates, or participates in any terrorist activity, or has committed, attempted to commit, advocated, facilitated or participated in any terrorist activity, including, but not limited to, the individuals and entities (i) on the master list of Specially Designated Nationals and Blocked Persons maintained by the U.S. Department of Treasury’s Office of Foreign Assets Control, which list is available at [www.treas.gov/offices/enforcement/ofac](http://www.treas.gov/offices/enforcement/ofac), (ii) on the consolidated list of individuals and entities maintained by the “1267 Committee” of the United Nations Security Council, (iii) on the list maintained on [www.sam.gov](http://www.sam.gov), or (iv) on such other list as the MCA Entity may request from time to time.

For purposes of this provision:

1. “Material support and resources” includes currency, monetary instruments or other financial securities, financial services, lodging, training, expert advice or assistance, safe houses, false documentation or identification, communications equipment, facilities, weapons, lethal substances, explosives, personnel, transportation, and other physical assets, except medicine or religious materials.
2. “Training" means instruction or teaching designed to impart a specific skill, as opposed to general knowledge.
3. “Expert advice or assistance" means advice or assistance derived from scientific, technical, or other specialized knowledge
4. The Contract Party shall ensure that its activities under this Agreement comply with all applicable U.S. laws, regulations and executive orders regarding money laundering, terrorist financing, U.S. sanctions laws, restrictive trade practices, boycotts, and all other economic sanctions promulgated from time to time by means of statute, executive order, regulation or as administered by the Office of Foreign Assets Control of the United States Treasury Department or any successor governmental authority, including, 18 U.S.C. Section 1956, 18 U.S.C. Section 1957, 18 U.S.C. Section 2339A, 18 U.S.C. Section 2339B, 18 U.S.C. Section 2339C, 18 U.S.C. Section 981, 18 U.S.C. Section 982, Executive Order 13224, 15 C.F.R. Part 760, and those economic sanctions programs enumerated at 31 C.F.R. Parts 500 through 598 and shall ensure that its activities under the Contract comply with any policies and procedures for monitoring operations to ensure compliance, as may be established from time to time by MCC, the MCA Entity, the Fiscal Agent, or the Bank, as may be applicable. The Contract Party shall verify, or cause to be verified, appropriately any individual, corporation or other entity with access to or recipient of funds, which verification shall be conducted in accordance with the procedures set out in Part 10 of the MCC Program Procurement Guidelines (Eligibility Verification Procedures) that can be found on MCC’s website at www.mcc.gov. The Contract Party shall (A) conduct the monitoring referred to in this paragraph on at least a quarterly basis, or such other reasonable period as the MCA Entity or MCC may request from time to time and (B) deliver a report of such periodic monitoring to the MCA Entity with a copy to MCC.
5. Other restrictions on the Contract Party shall apply as set forth in Section 5.4(b) of the Compact with respect to drug trafficking, terrorism, sex trafficking, prostitution, fraud, felony, any misconduct injurious to MCC or the MCA Entity, any activity contrary to the national security interests of the United States or any other activity that materially and adversely affects the ability of the Government or any other party to effectively implement, or ensure the effective implementation of, the Program or any Project or to otherwise carry out its responsibilities or obligations under or in furtherance of the Compact or any Supplemental Agreement or that materially and adversely affects the Program Assets or any Permitted Account.

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| Annex F: Self-Certification Form |

The below self-certification form should be signed by the Service Provider as part of the Contract. This self-certification declares that the Service Provider will only procure goods and materials essential for the Contract, from suppliers that are free of forced and child labor and provide their direct workers with a safe and hygienic workplace.

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As stipulated in the Contract in Sections 11.1 and 14.9, the Service Provider must comply with the International Finance Corporation’s Performance Standards on Environmental and Social Sustainability regarding labor standards and protections. In turn, the Service Provider must ensure that their primary suppliers, i.e., any person or legal entity who provides goods or materials essential for the Contract, do not use forced and child labor in the production of such goods and materials, and provide the Service Provider’s direct workers with a safe and hygienic workplace.

In acknowledgement of my understanding, I certify that with respect to this contract:

I understand the requirements in the contract with the MCA-[Name of Country].

[Name of Service Provider] will ensure that all operations undertaken are done in accordance with the IFC Performance Standards, as described in Sections 11.1 and 14.9 of the Contract.

[Name of Service Provider] does not and will not use forced or child labor, and provides workers with a safe and hygienic workplace.

[Name of Service Provider] does not and will not procure material or goods from suppliers that employ forced or child labor.

[Name of Service Provider] will only procure material or goods from suppliers that provide a safe and hygienic working place for all laborers.

[Name of Service Provider] has a system in place to monitor our suppliers, identify any new and emerging risks. This system also allows [Name of Service Provider] to effectively remedy any risks.

Where remedy is not possible for any new risks or incidents, [Name of Service Provider] commits to severing ties with these suppliers.

Record any exceptions to the above here:

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I hereby certify that the information provided above is true and correct in all material respects and understand that any material misstatement, misrepresentation or failure to provide the information requested in this certification may be deemed a “fraud” for purposes of the Contract. I CONFIRM THAT I DULY REPRESENT [Name of Service Provider] AND HAVE THE LEGAL AUTHORITY TO SIGN.

Authorized Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name of Signatory:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_TemplateTEMPLATE

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| Annex G: Code of Business Ethics and Conduct Certification Form |

In satisfaction of clause 3.1 of the General Conditions of Contract, this form is to be completed by the Service Provider and submitted for any MCC-Funded Contract with a value in excess of $500,000. This form is to be completed by the Service Provider and submitted together with the signed Contract Agreement.

If the original certification, submitted along with the signed Contract Agreement, is that the Service Provider “has adopted and implemented,” then further submissions will not be required, except as applicable for subcontracts. If the original certification is that the Service Provider “will adopt and implement,” then a subsequent submission will be required when the Service Provider “has adopted and implemented.”

The form is to be submitted to the MCA Entity Procurement Agent [email address for MCA Entity Procurement Agent to be inserted here], together with a copy of the Service Provider’s code of business ethics and conduct.

If the Service Provider is a joint venture or association, each Member of the joint venture or association must complete and submit this form, together with their respective code of business ethics and conduct.

Code of Business Ethics and Conduct Certification Form

Full Legal Name of Service Provider: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Full Name and Number of Contract: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MCA Entity with which Contract Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

As stipulated in GCC 3.1 of the Contract, the Service Provider must certify to the MCA Account Entity that they will adopt and implement a code of business ethics and conduct within ninety (90) days of Contract award. The Service Provider must also include the substance of this clause in subcontracts that have a value in excess of $500,000.

In satisfaction of this requirement, pursuant to GCC 3.1 of the Contract, I certify that with respect to this contract:

[Name of Service Provider] has adopted and implemented a code of business ethics and conduct, a copy of which is hereby submitted together with this certification form.

OR

[Name of Service Provider] will adopt and implement a code of business ethics and conduct within ninety (90) days after the date of Contract signature. [Name of Service Provider] will resubmit this certification, together with a copy of the Service Provider's code of business ethics and conduct, when such code has been adopted and implemented.

[Name of Service Provider] will include the substance of this requirement in all subcontracts having a value in excess of $500,000 and will forward all resulting certifications to [Name of MCA Entity].

I hereby certify that the information provided above is true and correct in all material respects and understand that any material misstatement, misrepresentation or failure to provide the information requested in this certification may be deemed “fraud” for purposes of the Contract between the Service Provider and the MCA Entity, the *MCC Program Procurement Guidelines*, and other applicable MCC policy or guidance, including MCC’s Policy on Preventing, Detecting and Remediating Fraud and Corruption in MCC Operations.

Authorized Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name of Signatory: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Annex H: Securities |

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| Annex H1: Bank Guarantee for Performance Security |
| *[The bank, as requested by the Service Provider, shall fill in the form in accordance with the instructions indicated]*Bank’s Branch or Office: **[insert complete name and address of Guarantor]**Beneficiary: **[insert complete name and address of the Employer]**Date: **[insert date of issue]****PERFORMANCE GUARANTEE No.: [insert Performance Guarantee number]**We have been informed that **[insert complete name of Service Provider]** (hereinafter called the “Service Provider”) has entered into Contract No. **[insert number]** dated **[insert day and month],** **[insert year]** with **[name of MCA Entity]** (hereinafter called “the Beneficiary”), for the supply of **[description of Non-Consulting Services provided]** (hereinafter called the “Contract”).Furthermore, we understand that, according to the conditions of the Contract, a Performance Guarantee is required.At the request of the Service Provider, we as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum(s) not exceeding in total an amount of **[insert amount(s) in words and figures]** upon receipt by us of the Beneficiary’s first demand in writing declaring the Service Provider to be in default under the Contract, without cavil or argument, or need to prove or to show grounds or reasons for the Beneficiary’s demand of the sum specified therein.This Guarantee shall expire no later than the **[insert number]** day of **[insert month] [insert year]** **[note- expiration date to be calculated based on the provisions of GCC Sub-Clause 15.4],** and any demand for payment under it must be received by us at this office on or before that date.*[Issuing Bank to delete whichever is not applicable]* We confirm **that [we are a financial institution legally authorized to provide this guarantee in the Beneficiary’s country]** [OR] **[we are a financial institution located outside the Beneficiary’s country but have a correspondent financial institution located in the Beneficiary’s country that will ensure the enforceability of this guarantee. The name of our correspondent bank and contact information is as follows: [provide name, address, phone number, and email address]**].

|  |  |
| --- | --- |
| For the Bank | For the Service Provider |
| Signature | Signature |
| In the capacity of: | In the capacity of: |
| Date: | Date: |

 |

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| Annex H2: Bank Guarantee for Advance Payment Security |

*[The bank, as requested by the Service Provider, shall fill in the form in accordance with the instructions indicated]*

Bank’s Branch or Office: **[insert complete name and address of Guarantor]**

Beneficiary: **[insert complete name and address of Employer]**

Date: **[insert date of issue]**

**ADVANCE PAYMENT GUARANTEE No.: [insert Advance Payment Guarantee number]**

We have been informed that **[insert complete name of Service Provider]** (hereinafter called "the Service Provider") has entered into Contract No**. [insert number]** dated **[insert day and month],** **[insert year]** with **[name of MCA Entity]** (hereinafter called “the Beneficiary”), for the supply of **[description of Non-Consulting Services provided]** (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, an advance payment in the sum **[insert amount(s) in words and figures]** is to be made against an advance payment guarantee.

At the request of the Service Provider, we as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum(s) not exceeding in total an amount of **[insert amount(s) in words and figures]** upon receipt by us of the Beneficiary’s first demand supported by the Beneficiary’s statement, whether in the demand itself or in a separate signed document accompanying or identifying the demand, stating:

1. that the Service Provider has failed to repay the advance payment, in full or in part, in accordance with the terms of the Contract, and
2. the amount of the advance payment the Service Provider has failed to repay.

It is a condition for any claim and payment under this guarantee to be made that the advance payment referred to above has been credited to the Service Provider on its account number **[insert number]** at **[insert name and address of Bank].**

The maximum amount of this guarantee shall be progressively reduced by the amount of the advance payment repaid by the Service Provider as indicated in copies of interim statements or payment certificates which shall be presented to us. This guarantee shall expire, at the latest, upon our receipt of a copy of the interim payment certificate indicating that **[insert percentage]** percent of the Contract Price has been certified for payment, or on the **[insert day]** day of **[insert month],** **[insert year],** whichever is earlier. Consequently, any demand for payment under this guarantee must be received by us at this office on or before that date.

*[Issuing Bank to delete whichever is not applicable]* We confirm that **[we are a financial institution legally authorized to provide this guarantee in the Employer’s country]** [OR] **[we are a financial institution located outside the Employer’s country but have a correspondent financial institution located in the Employer’s country that will ensure the enforceability of this guarantee. The name of our correspondent bank and contact information is as follows: [provide name, address, phone number, and email address]]**.

This guarantee is subject to the Uniform Rules for Demand Guarantees (URDG) 2010 Revision, ICC Publication No. 758, except that the supporting statement under Article 15(a) is hereby excluded and as may otherwise be stated above.

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| --- | --- |
| For the Bank | For the Service Provider |
| Signature | Signature |
| In the capacity of: | In the capacity of: |
| Date: | Date: |

1. WB copyright http://www.worldbank.org [↑](#footnote-ref-1)
2. The financial information provided by a Bidder shall be reviewed in its entirety to allow a truly informed judgment about the capacity of the Bidder to undertake the contract, and will not be limited strictly to substantiate the financial ratios indicated here. [↑](#footnote-ref-2)
3. Unless exempted by MCC, this requirement is met by the submission of **one of the following:** 1) audited financial statements for the last three (3) years, supported by audit letters, 2) certified financial statements for the last three (3) years, supported by tax returns or 3) a copy of the Contractor’s Dun & Bradstreet Business Information Report (“BIR”).The Dun & Bradstreet report must either be notarized, or accompanied by the following statement by the Bidder: “I certify that the attached BIR has been issued by Dun & Bradstreet within thirty (30) days of the date of this certification, that report has not been altered in any way since its issuance, and that it is true and correct to the best of my knowledge.” The statement must be signed by an authorized representative of the Bidder. If the Bid is submitted by a joint venture or other association, all parties in the joint venture/association are required to submit their financial statements or Dun & Bradstreet BIR. The reports should be submitted in order of the partner’s significance in the partnership, greatest to least. Failure to submit one of the three documents as evidence of financial capacity may result in the rejection of the Bid. [↑](#footnote-ref-3)
4. “MCC-Funded Contract” is defined as a contract signed by an MCA Entity or Core Team, as opposed to a contract signed by MCC, under the provisions of MCC’s Program Procurement Guidelines, and using funding provided by MCC, through a Compact Program, a Threshold Program, or 609(g) funding. [↑](#footnote-ref-4)
5. “MCC Funding” is defined as funding provided by MCC, through a Compact Program, a Threshold Program, or 609(g) funding [↑](#footnote-ref-5)
6. <https://www.mcc.gov/resources/doc/policy-counter-trafficking-in-persons-policy> [↑](#footnote-ref-6)
7. Available at: https://assets.mcc.gov/guidance/mcc-policy-gender.pdf [↑](#footnote-ref-7)
8. “MCC-Funded Contract” is defined as a contract signed by an MCA Entity or Core Team, as opposed to a contract signed by MCC, under the provisions of MCC’s Program Procurement Guidelines, and using funding provided by MCC, through a Compact Program, a Threshold Program, or 609(g) funding. [↑](#footnote-ref-8)
9. “MCC Funding” is defined as funding provided by MCC, through a Compact Program, a Threshold Program, or 609(g) funding [↑](#footnote-ref-9)