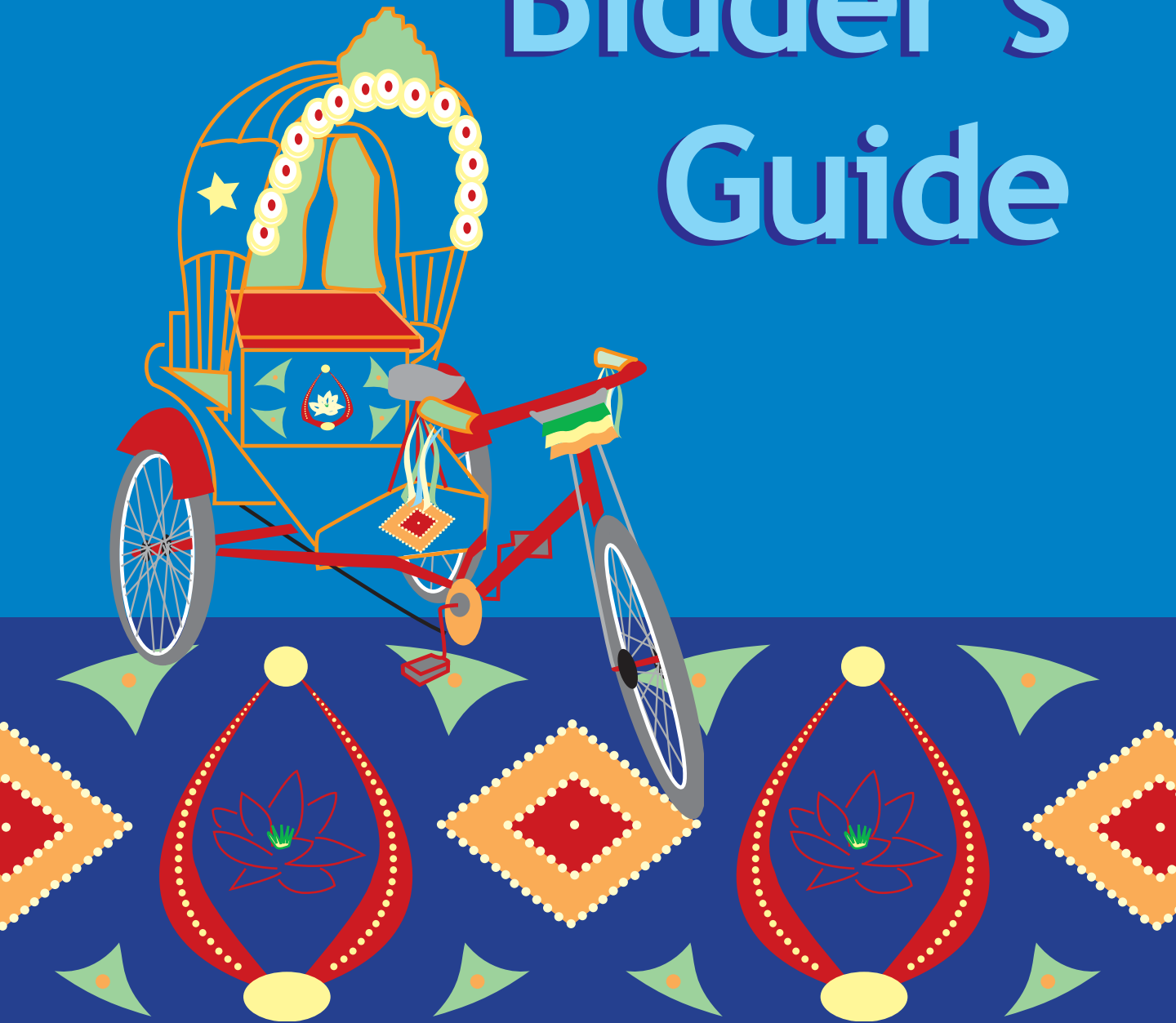


# Bangladesh Bidder's Guide



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### Abstract

*Bangladesh Bidder's Guide*. This 102-page booklet offers a simplified explanation of competitive bidding and contracting procedures for health-sector projects in Bangladesh when financed wholly or in part by the World Bank and the International Development Association (IDA). It is intended for prospective bidders and consultants who have had little or no experience with World Bank bidding documents and procedures. Color, graphics, and low-density text make the manual easy to read and understand.

DELIVER  
John Snow, Inc.  
1616 North Fort Myer Drive, 11<sup>th</sup> Floor  
Arlington, VA 22209 USA  
Phone: 703-528-7474  
Fax: 703-528-7480  
Email: [deliver\\_project@jsi.com](mailto:deliver_project@jsi.com)  
Internet: [www.deliver.jsi.com](http://www.deliver.jsi.com)



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# Preface

Dear Bidder,

When a government draws on funds from a World Bank loan or credit to purchase goods and services, it must follow World Bank procurement guidelines and use standard bidding documents developed by the World Bank. Rules and procedures for World Bank-financed procurement are more elaborate and less flexible than those for procurement financed with a government's revenue funds, and bidding documents are often quite different as well.

This booklet should help suppliers and consultants understand documents and procedures they will encounter when they compete for Bangladesh Ministry of Health and Family Welfare (MOHFW) contracts financed wholly or in part by the World Bank's International Development Association. For more information on the World Bank's role in procurement of goods and services, see Annex 1.

# Acknowledgements

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# Introduction

Welcome to the *Bangladesh Bidder's Guide*. We hope you will find it both useful and enjoyable. We have used color, graphics, and low-density text to bring life to the information it contains. Illustrations, diagrams, labels, and bold lettering highlight essential components while related text provides necessary detail.

## Organization

Our *Bangladesh Bidder's Guide* has two main parts: one for bidding on contracts to supply goods (Goods) and one for competing on consultant services contracts (Services). Each main part is divided into sections that roughly follow the contracting sequence, beginning with how prospective bidders learn about an intended purchase or consulting contract and ending with delivery of the goods or services to the MOHFW. Each part explains how to prepare bids or proposals and describes procedures for awards and financial arrangements. The Preface, Introduction, Glossary, and Annexes apply to both Goods and Services. Annexes offer important background information about the World Bank,<sup>1</sup> including its role in financing goods and services for health-sector programs like the one in Bangladesh. They also explain how to communicate with the purchaser and the Bank in case of a dispute. In addition, a short list of resources will help readers who would like to explore specific topics in more depth. The Acronyms List and Glossary define terms and phrases that have special meaning in the context of supply and consulting contracts.

## Roadmap

Each of the two main parts begins with a colored graphic showing the step-by-step process for selling goods or services to health-sector programs in Bangladesh when they have been financed wholly or in part by the World Bank. Color-coordinated arrows and borders tie pages of the various sections together and give readers a tool for locating particular topics.

<sup>1</sup>Throughout this guide, the World Bank will be referred to as the Bank.