



The African Development Bank

***BUSINESS OPPORTUNITIES UNDER
OPERATIONS FINANCED BY THE
AFRICAN DEVELOPMENT BANK GROUP
TIPS FOR BIDDING***

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YOUR STRATEGIC POSITION

- Monitor Advertisement systematically
- Target Jobs Based on Your Regional Experience and Your Expertise
- Know and Follow Projects in The Pipeline
- Choose a Sector/Project in Which You Have a Comparative Advantage
- Do not Disperse Efforts Be Selective (Costs)

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LOCAL PARTNERSHIPS

- Local Experience is Necessary
- Associate with a **Reliable** Local Partner
- Do Not Assume that Your Local Partner Knows what to Do (Monitor)*
- Contact and Visit Client Before Short-listing to Build Relationships (**Appropriate Marketing**)

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TEAM UP IN DENMARK

- Use Canadian Government Support Networks = Better Position in the Market
- Use Canadian Trust Fund to Develop and Enter African Market*
- Use Canadian Representative in Client's Country for Additional Information
- Your Canadian Bank Be Familiar With Client's Financial Requirements
(Securities, Guarantees, Letters of Credit)

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COMPETITION AND PRICES

- Strong Competition With Qualified International Local Firms
- Rates/Fees Declined Recently (African, Asian and Western Europe)*
- Local Firms Are Winning More Contracts
- Know your Competitors
- If needed, Supplement Your Strength with Partners (National or Canadian)

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GENERAL PROCUREMENT NOTICE

- After GPN Clients commence Procurement Process and **Shortlist**
- Express your interest to the Executing Agency **Promptly** and **Selectively**
- Bank **Does not** Implement the Project
- Shortlists/Invitations **Made By** Borrowers NOT to the Bank
- Provide Clear: Qualifications, Technical and Regional Experience

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BIDDING SUCCESSFULLY

- Obtain Bidding Docs as Soon as Possible
- Respond to Bidding Documents Clearly and Comprehensively
- Do Not Deviate from Standard Bidding Forms and Formats (Bid Form, Guarantee, CV, Reference, Technical, Financial etc) (risk rejection)
- Price ALL Required Inputs and Activities (missing price cause rejection or used against your offer)

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BIDDING SUCCESSFULLY (cont)

- Submit Offer **Easy** to Read and Evaluate
- Quote **Directly** Your Relevant Regional and Technical Experience
- Focus on Client's Needs **not** your agenda
- Submit the Best Possible Quality and Fair Price
- **Follow** Bidding Instructions and Procurement Procedures **to the Letter** (**deviation risk rejection**)

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BIDDING SUCCESSFULLY (cont)

- Review ALL Contract Conditions (make reasonable qualifications); (**major deviation risk rejection**)
- Know Local Customs and Conditions Related to the Assignment
- Submit Your Offer on Time and Required Form (**risk Rejection**) 1 minute is late
- Attend Site Visits if Mandatory (**cause for rejection**)

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BIDDING SUCCESSFULLY (cont)

- Seek Clarifications on Tender Document in **Writing** and On Time
- Qualified Permanent Staff in Key Positions (**cause for rejection**)
- Defend Your bid Be Represented in Bid Opening (**Goods and Works**)
- Respond Promptly in Writing to Client's Clarifications (**Goods and Works only**)
- DO NOT contact Client During Evaluation (**cause for rejection**)

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CONTRACT NEGOTIATIONS

- Bids for Goods and Works Negotiation is Discouraged (if forced inform the Bank)
- For Consultants, Understand Well Items of Negotiations (do not travel until all is understood)
- Scope and Time of Work May Change During Negotiations (max 15%)
- Ascertain the Availability of Local Sub-consultants and Sub-contractors

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CONTRACT NEGOTIATIONS

- Don Not Change the Member of the Proposed Team of Experts (**cause for rejection**)
- Ensure Availability of Housing, Office Space and Other Requirement of the Assignment (**cause for delays contract take off**)
- Payments May be Late
- Remember Bank Policy on Disbursement Sanctions