*(**NOTES** – to be deleted from final draft:*
As per Guidelines paragraph 2.2.3, Beneficiaries shall issue a Specific Procurement Notice (SPN) to advertise the "Invitations to Bid" when the bidding documents are available for interested bidders, in the same manner as for the GPN as described in paragraph 2.2.2, in IsDB Website, Embassies, Consulates and local representatives of IsDB's Member Countries, and also advertise in well-known technical magazines, newspapers, and trade publications of wide international circulation, in all the three working languages of IsDB, i.e. Arabic, English, and French. Invitation to bid should be advertised in at least one newspaper of general circulation in the Beneficiary country where it must appear at least twice on two non-consecutive days within a span of ten (10) days.)

SAMPLE FORMAT:
SPECIFIC PROCUREMENT NOTICE

[*insert: COUNTRY*]
[*insert: NAME OF PROJECT*]
[*insert: SECTOR*]
[*insert:BRIEF DESCRIPTION OF GOODS/WORKS*]
Mode of Financing: *[insert: Mode of Shari'ah Financing]*
Financing No. *[insert: Financing No.]*
Contract/Bid No. *[insert: Contract/Bid No. as per the Procurement Plan]*

The [*insert: name of Beneficiary*] [*select: has received/has applied for/intends to apply for*] financing from the Islamic Development Bank (IsDB) toward the cost of the [*insert: name of project*], and it intends to apply part of the proceeds toward payments under the contract for [*insert: brief description of contract (i.e., road works, medical equipment, etc.)*].[1] The [*insert: name of implementing agency*] now invites sealed bids from eligible bidders for [*insert: contract number and/or name, a brief description of the type(s) of goods or works to be provided, including quantities, location and other information necessary to enable potential bidders to decide whether or not to respond to the invitation*].[2]. The delivery/construction period is [*insert: number of days/months/years or dates*].[3]

Bidding will be conducted through the international competitive bidding procedures as specified in the IsDB's Guidelines for Procurement of Goods and Works under Islamic Development Bank Financing (current edition), and is open to all eligible bidders as defined in the guidelines.

Interested eligible bidders may obtain further information from and inspect the bidding documents from the [*insert: name of agency*] at the address below [*insert: address at end of document*] during office hours [*insert: office hours if applicable, i.e. 0900 to 1700 hours*]. A complete set of bidding documents in [*insert: name of language*] may be purchased by interested bidders on the submission of a written application to the address below and upon payment of a nonrefundable fee[4] of [*insert: amount in local currency*] or [*insert: amount in specified convertible currency, i.e. US$*]. The method of payment will be [*insert: method of payment*].[5] The document will be sent by [*insert: delivery procedure*].[6]

All bids must be accompanied by a bid security of [*insert: amount in local currency or minimum percentage of bid price]* or an equivalent amount in a freely convertible currency,[7] and be delivered to the address below by [*insert: time*] on [*insert: date*]. They

will be opened immediately thereafter, in the presence of bidders' representatives, who choose to attend, at the address below[8]. Late bids will be rejected and returned unopened.

[*insert: name of office*]
Attn: [*insert: name of officer & title*]
[*insert: postal address and/or street address*]
[*insert: postal code, city, country*]
Tel: [*include the country and city code*]
Fax: [*include the country and city code*]
E-mail:
Web site:

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[1] [*Insert the following if applicable*]. This contract will be jointly financed by [*insert name of co-financing agency*]. Bidding will be governed by the IsDB's eligibility rules and procedures.

[2] Bidding documents may require bidders to have specific experience or capabilities; such restrictions should also be included in this paragraph]

[3] Insert this sentence if applicable.

[4] The fee, to defray printing and mailing/shipping costs, should be nominal and not excessive in terms of amount.

[5] For example, cashier's check, direct deposit to specified account number, etc.

[6] The delivery procedure is usually airmail for overseas delivery and surface mail or courier for local delivery. If urgency or security dictates, courier services may be required for overseas delivery. With the agreement of the IsDB, documents may be distributed by e-mail.

[7] The amount of bid security should be stated as a fixed amount or as a minimum percentage of the bid price. Alternatively, if a bid security is not required (often the case in supply contracts), the paragraph should so state.

[8] The office for bid opening may not necessarily be the same as that for inspection or issuance of documents or for bid submission. If they differ, each address must appear at the end of the notice and be numbered as (1), (2), (3). The text in the paragraph would then refer to address (1), (2), etc. Only one office and its address may be specified for submission, and it should be near the place where bids will be opened.