

Title	Handbook on Policies, Practices and Procedures Relating to Procurement Under Asian Development Bank		
Source	Asian Development Bank		
Original Date	February 1983		
Latest Revision Date	February 1990		
Legal Status	Donor Guidelines		
Purpose and Summary	Procurement under Bank-financed projects is carried out in accordance with the general policies and procedures laid down in the Guidelines for procurement under Asian Development Bank Loans. Although the Guidelines provide the reader with a broad understanding of the bank's procurement policies and procedures, they do not necessarily enable those engaged in procurement activities to implement the Guidelines in a systemic manner and to make the right decisions. It is considered that many of the Guidelines warrant elaboration or detailed explanation to be of practical use. This Handbook is intended to help meet that need. The Handbook supplements the Bank's Guidelines; it does not constitute part of that document. The Bank's Guidelines for procurement remains the sole formal and authoritative source of reference. the contents of this Handbook do not in any way modify the Bank's guidelines.		
Application	This Handbook is used for the elaboration and detailed explanation of the Guidelines which are used in carrying out projects financed by the ADB. It usually will take precedence over HMG/N procedures in projects funded by ADB.		
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Title	Guidelines on the Use of Consultants by Asian Development Bank and its Borrowers		
Source	Asian Development Bank		
Original Date	N/A		
Latest Revision Date	N/A		
Legal Status	Donor Guidelines		
Purpose and Summary	These Guidelines defines the Services of Consulting Firms and Procedures for Selection of Consulting Firms, which are to be used by the Bank and its Borrowers. The Bank may use consultants for technical assistance activities, which are financed by the Bank from its own resources of which, although financed by another institution, are executed by the Bank on behalf of such other institution. The Bank may also use consultants to supplement its own staff in carrying out its operations. The duties of consultants are defined in the terms of reference, which in case of a technical assistance project, are prepared in collaboration with the recipient entity. Borrowers from the Bank may use consultants to obtain assistance in carrying out projects financed by the Bank. The Bank and the borrower will carefully consider the need for consultants in a particular Bank-financed project at the time of appraisal of the project or subsequently as circumstances warrant. The Bank may, where necessary, require borrowers to engage consultants.		
Application	To be used as Guidelines for hiring consultants in projects funded by the ADB. The procedures in PWD Part II Chapter 15 Appointment of Consultants are very similar to the ADB guidelines and provide additional details.		
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Source	Asian Development Bank																																																																																													
Original Date	March 1992																																																																																													
Latest Revision Date	Not revised																																																																																													
Legal Status	Donor Guidelines																																																																																													
Purpose and Summary	This Handbook is intended for use by Bank staff, staff of executing agencies and consultants, and provides guidance about the bank's policies concerning Benefit Monitoring and Evaluation (BME) and to the design and implementation of these activities. The main text provides an overview of the scope and purpose of BME as well as suggestions for designing, financing and implementing them. Several appendixes provide illustrations of approaches that may be applied for several types of projects; specimens of working documents for some BME activities are also included. While the Handbook provides guidance for BME in several sectors, it is also expected that users of the Handbook will have to adapt these suggestions to individual institutional and country specific conditions. The contents of the Handbook are based on lessons and experiences obtained since 1980.																																																																																													
Application	This document is to be used as handbook for benefit monitoring and evaluation by Bank Staff, Staff of Executing Agencies and Consultants. It may take precedence over HMG/N procedures in projects funded by the ADB.																																																																																													
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Title	Handbook For Incorporation of Social Dimensions in Projects																																																																																				
Source	Asian Development Bank																																																																																				
Original Date	May 1994																																																																																				
Latest Revision Date	Not Revised																																																																																				
Legal Status	Donor Guidelines																																																																																				
Purpose and Summary	This Handbook is one of a series of publications which provide guidance to Bank staff, staff in executing agencies and consultants about the incorporation of social dimensions into Bank operations. The overall framework for incorporating social dimensions is presented in the <i>Guidelines for Incorporation of Social Dimensions in Bank Operations</i> , October 1993. This <i>Handbook</i> is a supplement to the <i>Guidelines</i> and provides guidance with respect to the incorporation of social dimensions in projects. Guidance on other aspects of incorporation of social dimensions is or will be available from other Handbooks. For guidance concerning the design and implementation of benefit monitoring and evaluation, readers are advised to consult <i>Benefit Monitoring and Evaluation: A Handbook for Staff, Staff of Executing Agencies and Consultants</i> . Other handbooks which are under preparation include a <i>Handbook for Incorporation of Social Dimensions in Macro, Sector and Programming Operations</i> and a <i>Handbook on Women in Development and Gender Analysis</i> .																																																																																				
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Title	Loan Disbursement Handbook		
Source	Asian Development Bank		
Original Date	June 1966		
Latest Revision Date	Not revised		
Legal Status	Donor Guidelines		
Purpose and Summary	This Handbook on the Bank's disbursement policies and procedures has been prepared primarily to guide Borrowers and their Executing Agencies in with drawing loan proceeds from the loan account. This Handbook supersedes all previous handbooks and guidelines on the subject of loan disbursement including the handbook Guidelines on Imprest Fund and Statement of Expenditures Procedures dated November 1986. The principles and procedures described in this Handbook apply to the disbursement of the proceeds of loans for goods and services financed in whole or in part from the Bank's Ordinary Capital Resources (OCR) or Special Funds including the Bank's co-financed projects.		
Application	This handbook is to be used executing agencies in withdrawing loan proceeds from the loan account in projects funded by the ADB. It may take precedence over normal HMG/N financial administration procedures.		
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Source	Asian Development Bank	
Original Date	February 1999	
Latest Revision Date	N/A	
Legal Status	Donor Guidelines	
Purpose and Summary	The Guidelines inform borrowers (and executing agencies) of the ADB and prospective suppliers and contractors of the general principles and procedures which, except as the Bank may otherwise agree, shall be observed in carrying out procurement of goods and works for Bank-financed projects. The Guidelines apply to procurement under loans from the Bank's ordinary capital and special funds resources, except procurement under special funds may be limited to developed member countries which have contributed to same, and all developing countries. Additional arrangements agreed between the Bank and the borrower regarding the use of the loan proceeds may be set out in each case in the Loan Agreement. The relationship between the borrower and the supplier of goods or works is governed by the bidding documents issued by the borrower and the contract concluded between the borrower and the supplier, which are prepared in accordance with these Guidelines and the Loan Agreement.	
Application	The Bank's procurement procedures contained in the Guidelines must be followed in respect of any contract in which the proceeds of the Bank's loan will be used to finance either the whole or part of the contract. If the project involves several contracts, some of which are not financed by the proceeds of the Bank's loan, then HMG/N may adopt its own procedures provided it satisfies the Bank that such procedures will fulfill its general obligation to execute the project with due diligence and efficiency and in conformity with sound engineering practices.	
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Title	Standard Bidding Document, Procurement of Goods, Single-Stage, One-Envelope Bidding Procedure																																							
Source	Asian Development Bank																																							
Original Date	June 2000																																							
Latest Revision Date	Not revised																																							
Legal Status	Donor Standard Bidding Documents																																							
Purpose and Summary	This document has been based on the Master Bidding Document for Procurement of Goods, prepared by Multilateral Development Banks and International Financial Institutions, and reflects what they consider best practices in regard to Bidding Documents and contracting for the procurement of goods. This document reflects the structure and the provisions of the Master Bidding Document for the Procurement of Goods, except where specific considerations within the respective multilateral development bank or international financial institution have required a change. The Single-Stage: One-Envelope bidding procedure is the main bidding procedure used for most of the procurement financed by the ADB. In the Single-Stage: One-Envelope bidding procedure, Bidders submit Bids in one envelope containing both the Price Proposal and the Technical Proposal. The envelopes are opened in public at the date and time advised in the Bidding Document. The Bids are evaluated and the Contract is awarded to the Bidder whose Bid has been determined to be the lowest evaluated substantially responsive Bid.																																							
Application	This document has been prepared by the ADB to facilitate a Single-Stage: One-Envelope bidding procedure. It may be required to replace HMG/N Standard Bidding Documents in specific applications in projects funded by the ADB.																																							
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Title	Standard Bidding Document, Procurement of Goods, Single-Stage, Two-Envelope Bidding Procedure		
Source	Asian Development Bank		
Original Date	June 2000		
Latest Revision Date	Not revised		
Legal Status	Donor Standard Bidding Documents		
Purpose and Summary	This document has been based on the Master Bidding Document for Procurement of Goods, prepared by Multilateral Development Banks and International Financial Institutions, and reflects what they consider best practices in regard to Bidding Documents and contracting for the procurement of goods. This document reflects the structure and the provisions of the Master Bidding Document for the Procurement of Goods, except where specific considerations within the respective multilateral development bank or international financial institution have required a change. The Single-Stage:Two-Envelope bidding procedure allows bids to be evaluated on purely technical, and administrative grounds without reference to price. In the Single-Stage:Two-Envelope bidding procedure, Bidders submit simultaneously two sealed envelopes, one containing the Technical Proposal and the other the Price Proposal, enclosed together in an outer single envelope. Initially, only the Technical Proposals are opened at the date and time advised in the Bidding Document. The Price Proposals remain sealed and are held in custody by the Purchaser. The Technical Proposals are evaluated by the Purchaser. No amendments or changes to the Technical Proposals are permitted. The objective of the exercise is to allow the Purchaser to evaluate the Technical Proposals without reference to price. Bids with Technical Proposals which do not conform to the specified requirements will be rejected as deficient Bids. Price Proposals of technically compliant Bids are opened in public at a date and time advised by the Purchaser. The Price Proposals are evaluated and the Contract is awarded to the Bidder whose Bid has been determined to be the lowest evaluated substantially responsive Bid.		
Application	This document has been prepared by the Asian Development Bank (ADB) to facilitate a Single-Stage:Two-Envelope bidding procedure. It may be required to replace HMG/N Standard Bidding Documents in specific applications in projects funded by the ADB.		
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Title	Standard Bidding Document, Procurement of Goods, Two-Stage Bidding Procedure		
Source	Asian Development Bank		
Original Date	June 2000		
Latest Revision Date	Not revised		
Legal Status	Donor Standard Bidding Documents		
Purpose and Summary	This document has been based on the Master Bidding Document for Procurement of Goods, prepared by Multilateral Development Banks and International Financial Institutions, and reflects what they consider best practices in regard to Bidding Documents and contracting for the procurement of goods. This document reflects the structure and the provisions of the Master Bidding Document for the Procurement of Goods, except where specific considerations within the respective multilateral development bank or international financial institution have required a change. A Two-Stage bidding procedure may be adopted in large and complex contracts where technically unequal proposals are likely to be encountered or where the Purchaser is aware of its options in the market but, for a given set of performance requirements, there are two or more equally acceptable technical solutions available to the Purchaser. At the first stage, Bidders shall initially submit only Technical Proposals without prices in accordance with the specifications provided in Section VI, Schedule of Supply, which lay down the minimum operating and performance requirements. Each of the unpriced Technical Proposals shall then be discussed between the Bidder concerned and the Purchaser in order to agree on an acceptable technical standard for all bids. After such discussions, at the second stage, Bidders shall be given the opportunity to revise their Technical Proposals to conform to the standard agreed upon and shall be invited to submit Price Proposals together with the Revised Technical Proposals, which shall be evaluated.		
Application	This document has been prepared by the ADB to facilitate a Two-Stage bidding procedure. It may be required to replace HMG/N Standard Bidding Documents in specific applications in projects funded by the ADB.		
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Title	Standard Bidding Document, Procurement of Goods, Two-Stage, Two-Envelope Bidding Procedure		
Source	Asian Development Bank		
Original Date	June 2000		
Latest Revision Date	Not revised		
Legal Status	Donor Standard Bidding Documents		
Purpose and Summary	This document has been based on the Master Bidding Document for Procurement of Goods, prepared by Multilateral Development Banks and International Financial Institutions, and reflects what they consider best practices in regard to Bidding Documents and contracting for the procurement of goods. This document reflects the structure and the provisions of the Master Bidding Document for the Procurement of Goods, except where specific considerations within the respective multilateral development bank or international financial institution have required a change. In the Two-Stage:Two-Envelope bidding procedure, at the first stage, Bidders submit two sealed envelopes simultaneously, one containing the Technical Proposal and the other the Price Proposal, enclosed together in an outer single envelope. Only the Technical Proposals are opened at the date and time advised in the Bidding Document, and the Price Proposals remain sealed and are held in custody by the Purchaser. The Technical Proposals are evaluated and if the Purchaser requires amendments or changes to the Technical Proposals, such amendments and changes are discussed with the Bidders. The Bidders are allowed to revise or adjust their Technical Proposals to meet the requirements of the Purchaser. The objective of the exercise is to ensure that all Technical Proposals conform to the same acceptable technical standard and meet the technical solution required by the Purchaser. Bids of Bidders who are unable or unwilling to bring their Technical Proposals to conform to the acceptable technical standard will be rejected as deficient Bids. After the evaluation of Technical Proposals, Bidders are invited, at the second stage, to submit Revised Technical Proposals and Supplementary Price Proposals based on the technical standard agreed. The original Price Proposals, the Supplementary Price Proposals, and the Revised Technical Proposals are opened at a date and time advised by the Purchaser. In setting the date the Purchaser will allow sufficient time for the Bidders to incorporate the changes in the Revised Technical Proposals that are needed to meet the agreed technical standard and to prepare the Supplementary Price Proposals that reflect these changes. The Price Proposals, Supplementary Price Proposals, and Revised Technical Proposals are evaluated and the Contract is awarded to the Bidder whose Bid is determined to be the lowest evaluated substantially responsive Bid.		
Application	This document has been prepared by the ADB to facilitate a Two-Stage:Two-Envelope bidding procedure. It may be required to replace HMG/N Standard Bidding Documents in specific applications in projects funded by the ADB.		
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Title	Standard Bidding Document, User's Guide for Procurement of Goods		
Source	Asian Development Bank		
Original Date	June 2000		
Latest Revision Date	Not revised		
Legal Status	Donor Standard Bidding Documents		
Purpose and Summary	ADB has adopted four bidding procedures from which the Purchaser may select one to suit the nature of the particular procurement. The bidding procedures are: • Single-Stage: One-Envelope • Single-Stage: Two Envelope • Two-Stage: Two-Envelope • Two-Stage This User's Guide has been prepared to cover the four types of the SBD for Procurement of Goods and Related Services. The purpose of the User's Guide (the Guide) is to provide guidance to purchasers on how to prepare a BD based on the SBD. The Guide includes an initial section on how to prepare the Invitation for Bids (IFB).		
Application	As a guidance to Purchasers to select a proper bidding procedure and to prepare a Bidding Data based on the SBD. The procedures and related bidding documents may take precedence over and replace HMG/N procedures and Standard Bidding Documents in specific applications in projects funded by the ADB.		
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