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## **Notification of Intention to Form**

## Notification of Intention to Award

***[This Notification of Intention to Award shall be sent to each Consultant whose Financial Proposal was opened. Send this Notification to the authorized representative of the Consultant].***

For the attention of Consultant's authorized representative

Name: *[insert authorized representative's name]*

Address: *[insert authorized representative's address]*

Telephone/Fax numbers: *[insert authorized representative's telephone/fax numbers]*

Email Address: *[insert authorized representative's email address]*

***[IMPORTANT: insert the date that this Notification is transmitted to all Consultants. The Notification must be sent to all Consultants simultaneously. This means on the same date and as close to the same time as possible.]***

**DATE OF TRANSMISSION:** This Notification is sent by: *[email/fax]* on *[date]* (local time)

## Notification of Intention to Award

**Client:** *[insert the name of the Client]*

**Contract title:** *[insert the name of the contract]*

**Country:** *[insert country where RFP is issued]*

**Loan No. /Credit No. /Grant No.:** *[insert reference number for loan/credit/grant]*

**RFP No:** *[insert RFP reference number from Procurement Plan]*

This Notification of Intention to Award (Notification) notifies you of our decision to award the above contract. The transmission of this Notification begins the Standstill Period. During the Standstill Period you may:

- a) request a debriefing in relation to the evaluation of your Proposal, and/or
- b) submit a Procurement-related Complaint in relation to the decision to award the contract.

### 1. The successful Consultant

**Name:** *[insert name of successful Consultant]*

**Address:** *[insert address of the successful Consultant]*

**Contract price:** *[insert contract price of the successful Consultant]*

**2. Short listed Consultants** *[INSTRUCTIONS: insert names of all short listed Consultants and indicate which Consultants submitted Proposals. Where the selection method requires it, state the price offered by each Consultant as read out, and as evaluated. Include overall technical scores and scores assigned for each criterion and sub-criterion. Select Full Technical Proposal (FTP) or Simplified Technical Proposal (STP) in the last column below.]*

| Name of Consultant | Submitted Proposal | [use for FTP]<br>Overall technical scores  | [use for STP]<br>Overall technical scores   | Financial Proposal price<br>(if applicable) | Evaluated Financial Proposal price<br>(if applicable) | Combined score and ranking (if applicable)                                 |
|--------------------|--------------------|--|---|---|---|--|
| [insert name]      | [yes/no]           | <b>Criterion (i):</b> [insert score]<br><b>Criterion (ii):</b> [insert score]<br><b>Criterion (iii):</b> [insert score]<br><u>Sub-criterion a:</u><br>1: [insert score]<br>2: [insert score]<br>3: [insert score]<br><u>Sub-criterion b:</u><br>1: [insert score]<br>2: [insert score]<br>3: [insert score]<br><u>Sub-criterion c:</u><br>1: [insert score]<br>2: [insert score]<br>3: [insert score]<br><b>Criterion (iv):</b> [insert score]<br><b>Criterion (v):</b> [insert score]<br><b>Total score:</b> [insert score] | <b>Criterion (i):</b> [insert score]<br><b>Criterion (ii):</b> [insert score]<br><u>Sub-criterion a:</u> [insert score]<br><u>Sub-criterion b:</u> [insert score]<br><u>Sub-criterion c:</u> [insert score]<br><b>Total score:</b> [insert score] | [Proposal price]                            | [evaluated price]                                     | <u>Combined Score:</u><br>[combined score]<br><u>Ranking:</u><br>[ranking] |
| [insert name]      | [yes/no]           | <b>Criterion (i):</b> [insert score]<br><b>Criterion (ii):</b> [insert score]<br><b>Criterion (iii):</b> [insert score]<br><u>Sub-criterion a:</u><br>1: [insert score]  | <b>Criterion (i):</b> [insert score]<br><b>Criterion (ii):</b> [insert score]<br><u>Sub-criterion a:</u> [insert score]<br><u>Sub-criterion b:</u> [insert score]   | [Proposal price]                            | [evaluated price]                                     | <u>Combined Score:</u><br>[combined score]<br><u>Ranking:</u><br>[ranking] |

| Name of Consultant | Submitted Proposal | [use for FTP]<br>Overall technical scores   | [use for STP]<br>Overall technical scores   | Financial Proposal price<br>(if applicable) | Evaluated Financial Proposal price<br>(if applicable) | Combined score and ranking<br>(if applicable)  |
|--------------------|--------------------|---|---|---|---|--|
| [insert name]      | [yes/no]           | 2: [insert score]<br>3: [insert score]<br><u>Sub-criterion b:</u><br>1: [insert score]<br>2: [insert score]<br>3: [insert score]<br><u>Sub-criterion c:</u><br>1: [insert score]<br>2: [insert score]<br>3: [insert score]<br><b>Criterion (iv):</b> [insert score]<br><b>Criterion (v):</b> [insert score]<br><b>Total score:</b> [insert score] | <u>Sub-criterion c:</u> [insert score]<br><b>Total score:</b> [insert score]<br><br><b>Criterion (i):</b> [insert score]<br><b>Criterion (ii):</b> [insert score]<br><u>Sub-criterion a:</u> [insert score]<br><u>Sub-criterion b:</u> [insert score]<br><u>Sub-criterion c:</u> [insert score]<br><b>Total score:</b> [insert score] | [Proposal price]                            | [evaluated price]                                     | <b><u>Combined Score:</u></b><br>[combined score]<br><b><u>Ranking:</u></b><br>[ranking] |

| Name of Consultant | Submitted Proposal | [use for FTP]<br>Overall technical scores | [use for STP]<br>Overall technical scores | Financial Proposal price<br>(if applicable) | Evaluated Financial Proposal price<br>(if applicable) | Combined score and ranking (if applicable) |
|--------------------|--------------------|---|---|---|---|--|
|                    |                    | Criterion (iv): [insert score]            |   |   |   |  |
|                    |                    | Criterion (v): [insert score]             |   |   |   |  |
|                    |                    | Total score: [insert score]               |   |   |   |  |
| [insert name]      | ...                |   |   |   |   |  |
| ...                | ...                |   |   |   |   |  |

**3. Reason/s why your Proposal was unsuccessful** [*Delete if the combined score already reveals the reason*]

*[INSTRUCTIONS; State the reason/s why this Consultant's Proposal was unsuccessful. Do NOT include: (a) a point by point comparison with another Consultant's Proposal or (b) information that is marked confidential by the Consultant in its Proposal.]*

**4. How to request a debriefing** [*This applies only if your proposal was unsuccessful as stated under point (3) above*]

**DEADLINE:** The deadline to request a debriefing expires at midnight on [*insert date*] (local time).

You may request a debriefing in relation to the results of the evaluation of your Proposal. If you decide to request a debriefing your written request must be made within three (3) Business Days of receipt of this Notification of Intention to Award.

Provide the contract name, reference number, name of the Consultant, contact details; and address the request for debriefing as follows:

**Attention:** [*insert full name of person, if applicable*]

**Title/position:** [*insert title/position*]

**Agency:** [*insert name of Client*]

**Email address:** [*insert email address*]

**Fax number:** [*insert fax number*] *delete if not used*

If your request for a debriefing is received within the 3 Business Days deadline, we will provide the debriefing within five (5) Business Days of receipt of your request. If we are unable to provide the debriefing within this period, the Standstill Period shall be extended by five (5) Business Days after the date that the debriefing is provided. If this happens, we will notify you and confirm the date that the extended Standstill Period will end.

The debriefing may be in writing, by phone, video conference call or in person. We shall promptly advise you in writing how the debriefing will take place and confirm the date and time.

If the deadline to request a debriefing has expired, you may still request a debriefing. In this case, we will provide the debriefing as soon as practicable, and normally no later than fifteen (15) Business Days from the date of publication of the Contract Award Notice.

**5. How to make a complaint**

**DEADLINE:** The deadline for submitting a Procurement-related Complaint challenging the decision to award the contract expires on midnight, [*insert date*] (local time).

Provide the contract name, reference number, name of the Consultant, contact details; and address the Procurement-related Complaint as follows:

**Attention:** *[insert full name of person, if applicable]*

**Title/position:** *[insert title/position]*

**Agency:** *[insert name of Client]*

**Email address:** *[insert email address]*

**Fax number:** *[insert fax number] delete if not used*

[At this point in the procurement process] [ Upon receipt of this notification] you may submit a Procurement-related Complaint challenging the decision to award the contract. You do not need to have requested, or received, a debriefing before making this complaint. Your complaint must be submitted within the Standstill Period and received by us before the Standstill Period ends.

Further information:

For more information see the “[Procurement Regulations for IPF Borrowers \(Procurement Regulations\)](#) (Annex III).” You should read these provisions before preparing and submitting your complaint. In addition, the World Bank’s Guidance “[How to make a Procurement-related Complaint](#)” provides a useful explanation of the process, as well as a sample letter of complaint.

In summary, there are four essential requirements:

1. You must be an ‘interested party’. In this case, that means a Consultant who has submitted a Proposal in this selection process, and is the recipient of a Notification of Intention to Award.
2. The complaint can only challenge the decision to award the contract.
3. You must submit the complaint within the deadline stated above.
4. You must include, in your complaint, all of the information required by the Procurement Regulations (as described in Annex III).

## 6. Standstill Period

**DEADLINE: The Standstill Period is due to end at midnight on *[insert date]* (local time).**

The Standstill Period lasts ten (10) Business Days after the date of transmission of this Notification of Intention to Award.

The Standstill Period may be extended. This may happen where we are unable to provide a debriefing within the five (5) Business Day deadline. If this happens, we will notify you of the extension.

If you have any questions regarding this Notification, please do not hesitate to contact us.

On behalf of *[insert the name of the Client]*:

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Title/position:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

