

**Standard Document**

**for**

**Request for Quotation under the Price Comparison Method**

**Procurement of goods and services**

**with resources from the Central American Bank for Economic Integration (CABEI).**

**(Suggested for acquisitions over USD 25,000.00)**

***(This sheet should not form part of the Standard Document, as are the texts marked in red, which are intended solely to guide the Contracting Party as to the text that should appear in its place).***

**Introduction**

This document should be used in price comparisons for the acquisition of goods or services.

The Price Comparison document is divided into 5 sections:

1. Instructions to Contributors (ITC).

This section provides information to assist bidders in the preparation of their bids.

1. Prohibited Practices.

This section describes what is a prohibited practice.

1. Forms.

This section contains the forms required for quotation submission, which the bidder must complete and submit as part of its quotation.

1. List of Requirements for Goods and Services.

This Section contains clear and precise specifications so that bidders can realistically and competitively meet the conditions established by the Employer without having to include objections or conditions in their bids.

1. Sample Purchase Order or Contract.

It includes the Purchase Order or Contract format, on which the acquisitions will be regulated.

**Sample Request for Quotation Letter**

***(Indicate the name of the process)***

***No. ------ (process number)***

***Date:***

**SOURCE OF RESOURCES**

The Central American Bank for Economic Integration (CABEI), as part of the services it provides to its beneficiary member countries, is granting financing *(indicate if total or partial)* for the selection and contracting of an eligible bidder for: *(Indicate the name of the price comparison process), within* the framework of the *(name of the operation for which CABEI has approved the resources).*

1. **EXECUTING AND CONTRACTING AGENCY OF THE PROCESS**
	1. Contractor's background (brief description).
	2. (*Indicate the name of the contractor),* is responsible for this procurement process for which it invites eligible bidders to submit quotations for the required contracting.
	3. The supplier will be selected in accordance with the Central American Bank for Economic Integration procedures established in the Policy for the Procurement of Goods, Works, Services and Consultancies with CABEI Resources and its Norms for Application, which can be found at the following website: https://www.bcie.org.
2. **PRESENTATION OF THE PROCESS**
	1. General objectives of the procurement to be acquired: (briefly describe the goods/services to be acquired).
	2. The contractor makes available to interested parties all documentation related to this price comparison process, necessary for the preparation of quotations.

 This information will be available free of charge:

1. *For download on the website:*
2. *Physically at: (Specify place, date, and time so that interested bidders may obtain the necessary documentation).*
	1. Quotations must be sent to the address given below *(state address at the end of this Request for Quotation)* no later than *(Indicate date and time)*.

Electronic submission of quotations will *(will not)* be permitted.

The address*(es)* mentioned above is (are*): (give address(es) in detail) (give name of office and office number)*

*(indicate the name and position of the officer)*

*(indicate mailing address and/or home address)*

*(indicate zip code, city, country)*

*(indicate e-mail address if electronic submission of bids is permitted)*

*(indicate URL address)*



**Contractor Logo**

**Standard Document for Request of Quotations of Goods and Services under the Price Comparison Method**

**Acquisition of:**

***(Insert the identification of what you want to purchase)***

Operation: *(Indicate the name and number of the financing)*

Contract Title: *(Indicate Contract title)*

Process No.: *(Indicate the reference number of the process)*

Contracting Party: *(Indicate the name of the Purchaser's executing agency)*

Country: *(Indicate of borrower)*

Issued on: (*Indicate the date the application is released to the market)*

**STANDARD DOCUMENT FOR THE PROCUREMENT OF GOODS AND SERVICES UNDER THE PRICE COMPARISON METHOD**

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**Section I. Instructions to Contributors (IAC)**

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**Section I. Instructions to Contributors (ITC)**

| **Section I. Instructions to Contributors (ITC)** |
| --- |
| 1. **General Information**
 |
| **Scope of the quotation** | 1.1  | This request for quotation consists of (insert a brief description of the goods or services to be acquired), The present procurement will be financed with funds from the Central American Bank for Economic Integration, hereinafter "the Bank", for the total or partial financing of: (insert name and number of the operation for which CABEI has approved the resources). |
| **2. Request for Quotation Framework**  | 2.1 | The Supplier will be selected and awarded in accordance with the Central American Bank for Economic Integration procedures established in the Policy for the Procurement of Goods, Works, Services and Consultancies with CABEI Resources and its Rules for application, which can be found at the following website: https://www.bcie.org. |
| **3. Eligible Bidders** | 3.1 | Legal entities or individuals who meet one of the following conditions may not be awarded or be subject to contract extensions with total or partial financing from CABEI or funds administered by CABEI:1. Are included in the CABEI List of Prohibited Counterparties or other CABEI ineligibility list.[[1]](#footnote-1)
2. Have been disqualified or declared by an entity as ineligible or sanctioned for obtaining resources or awarding contracts financed by organizations recognized by CABEI for such purpose.

Convicted by final judgment of crimes or sanctions related to Prohibited Practices by the competent authority, while the sanction is in force. |
|  | 3.2 | Bidders/ quoting parties as well as goods supplied under the contract shall not be eligible when, pursuant to a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, the Borrower's country prohibits any importation of goods or procurement of works or services from that country, or any payment to any country, person, or entity in that country.  |
|  | 3.3 | The following persons may not participate directly or indirectly in the supply of goods, execution of works, services or consultancies for operations financed by CABEI:1. In public sector financing, individuals with family or business ties to representatives of the Borrower/Recipient, its executing agency, or a recipient of a portion of the Bank's financing, or to any other person representing or acting on behalf of the Borrower/Recipient, up to and including, the second degree of consanguinity or second degree of affinity and who participates directly or indirectly in:
	1. Preparation of technical specifications or equivalent activity;
	2. The contract bidding/price comparison process; or
	3. Supervision of the contract,

This prohibition shall not apply when: 1. The persons named therein must certify that they have been habitually engaged in the business activity that is the object of the respective contract for at least two (2) years prior to the publication of the bid.
2. The costs involved are in line with the market and that;
3. The conflict arising from this relationship has been disclosed and resolved in a manner acceptable to the Bank throughout the selection process and the execution of the contract.
4. In the procurement of goods, works or services: Any bidder/quoter (including its shareholders, executive directors, and key personnel) engaged by the Borrower/Recipient to provide consulting services in connection with the preparation or execution of a project, as well as its parent company and all its subsidiaries, shall be disqualified from supplying goods or constructing works or services that are directly related to the consulting services for the preparation or execution.
5. All those who submit more than one quotation in a price comparison, bidding, or tendering process, except in the case of alternative offers allowed in the standard documents of the respective process. This does not limit the participation of subcontractors in more than one bid.
6. Any additional conflict of interest situations listed below: (indicate any additional situations, if none exist indicate "no additional situation").
 |
| **4. Prohibited Practices** | 2.1 | CABEI requires that Borrowers/Recipients and all natural or legal persons participating or providing services in projects or operations financed by CABEI, whether as bidders, borrowers, executing agencies, coordinators, project supervisors, contractors, subcontractors, consultants, suppliers, grant recipients (and all their officers, employees, representatives, and agents), as well as any other type of similar relationship, as established in Section II of this document. |
| 1. **Preparation and submission of quotations**
 |
| **5. Language**  |  | All quotations, information, documents and correspondence between the Employer and the quoting parties in connection with this procurement process shall be in the official language of the borrower. |
| **6. Prices quoted** |  | Prices shall be quoted in: (indicate the official currency of the country of the contractor)[[2]](#footnote-2) , which shall include all taxes, levies, and expenses incurred.  |
| **7. Validity of offers** |  | Quotations shall remain valid for acceptance by the Employer for (insert number of days) calendar days from the deadline for submission of quotations. |
| **8. Clarifications**  |  | Clarifications on this process shall be requested to the Employer in writing to the address: (insert physical and/or e-mail address), no later than (insert number of days) days prior to the deadline for submission of quotations, and the Employer shall reply no later than (insert number of days) days prior to the deadline for submission of quotations. |
| **9. Documents that make up the Quotation** | 10.1 | The following documents must be included in the quotation:● Form No.1. Quotation Submission Form;● Form No.2. Affidavit;● Form No.3. Technical Specifications Offered;● Form No.4. Price List● Form No.5. List of Goods/Services and Schedule of Deliverables.Where necessary, it shall be required to be accompanied by evidence of the specifications offered, which may be in the form of printed literature, drawings, or data, and shall include a detailed description of the essential technical and performance characteristics of each item.● Add any others as deemed appropriate.  |
| **10. Submission of quotations** | 12.1 | Quotations may be delivered to the Employer at any moment and no later than (specify date and time) at the address: (specify address)In case email quotations are accepted, please add: "In the present process, bids may be submitted by e-mail, sent to the following address (Indicate the address) and indicate the format in which they should be submitted, for example: "Bids shall be submitted in a file attached to the e-mail sent, in one of the following formats: PDF, RTF, Word or Excel. The Employer shall not be responsible in the event that the e-mail or any of the attached files are not received, cannot be opened, are damaged or their contents are unreadable by the software intended for reading them (Acrobat Reader, Microsoft Office Word, or Excel), even if this is due to the application of anti-virus software, updates or other security mechanisms applied by the Employer. |
| **11. Partial quotations** |  | Bidders may quote for one, several or all lots. However, the prices quoted must correspond to 100% of the items indicated in each lot and 100% of the quantities indicated for each item in a lot. Each lot will be evaluated individually.(Adjust this paragraph if necessary, in case another combination is foreseen, such as: individual award per item of a lot). |
| 1. **Award and formalization of the contract**
 |
| **13. Award and formalization of the contract** | 13.1 | The award will be made to the supplier that submits the lowest quotation and meets all the technical criteria and requirements requested in this document, and that is not on CABEI's List of Prohibited Contractors and recognized by CABEI.The successful bidder shall submit in addition to its quotation: (insert additional information if necessary; in case it is not necessary, indicate "no additional information required"). |

**Section II. Prohibited Practices**

CABEI requires that Borrowers/Recipients and all natural or legal persons participating or providing services in projects or operations financed by CABEI, whether as bidders, borrowers, executing agencies, coordinators, project supervisors, contractors, subcontractors, consultants, suppliers, grant recipients (and all their officers, employees, representatives, and agents), as well as any other type of similar relationship, to comply with the following:

a. Observe the highest ethical standards at all stages of the procurement process or the execution of a contract

b. Refrain from performing any act or action that is or may be classified as a Prohibited Practice

c. Report to CABEI using the Reporting Channel or other reporting mechanism available to CABEI, any act suspected of constituting a Prohibited Practice of which it becomes aware or is informed.

In accordance with best practices and in order to establish a reference framework for their operation, the following are understood as Prohibited Practices:

i. Corruptive Practice: Consists of offering, giving, receiving, or soliciting, directly or indirectly, something of value to unduly influence the actions of another party

ii. Coercive Practice: Consists of harming or causing harm, or threatening to harm or cause harm, directly or indirectly, to any party or its property in order to improperly influence the actions of a party

iii. Fraudulent Practice: Any act or omission, including the misrepresentation of facts and circumstances that willfully or negligently deceives or attempts to deceive any party to obtain a financial or other benefit, whether its own or for a third party's, or to avoid an obligation in favor of another party.

iv. Collusive Practice: An agreement made between two or more parties with the intention of achieving an improper purpose or unduly influencing the actions of another party

v. Obstructive Practice: Consists of: (a) deliberately destroying, falsifying, altering or concealing evidence material to an investigation, or making false statements in investigations, in order to impede an investigation into allegations of corrupt, fraudulent, coercive or collusive practices and/or threaten, harass or intimidate any party to prevent them from disclosing their knowledge of matters relevant to the investigation or to prevent the investigation from proceeding, or (b) intentionally take action to physically impede the exercise of CABEI's contractual audit and access to information rights.

In the event of complaints received through the reporting channel or other means acceptable to CABEI, related to Prohibited Practices occurring during the procurement processes of Goods, Works, Services and Consultancies, as well as during the execution of a contract resulting from said processes within the framework of an operation financed with CABEI resources, CABEI shall proceed in accordance with its internal policies related to the subject.

Prior to determining the existence of a Prohibited Practice, CABEI reserves the right to carry out audit and investigation procedures.

The right to execute the audit and investigation procedures established in the previous paragraph refers to the unrestricted access of CABEI or its duly authorized representatives to visit or inspect the offices or physical facilities used in connection with the procurement processes or projects financed with CABEI's own funds or administered by CABEI. Likewise, interviews and access to physical and digital files related to such procurement processes, projects, or operations, and to provide all necessary collaboration and assistance for the proper execution of the activities foreseen at the Bank's discretion.

When the existence of a Prohibited Practice is determined, CABEI will issue one or more of the actions and/or recommendations listed below, without limitation:

* 1. Referral of the corresponding case to the competent local authorities
	2. Issue of a written warning.
	3. Adoption of measures to mitigate identified risks.
	4. Disbursements suspensions.
	5. Resource deobligation.
	6. Request advance payment of resources.
	7. Cancel the business or contractual relationship.
	8. Suspension of procurement processes or execution of contracts, regardless of their status.
	9. Request for additional guarantees.
	10. Execution of bonds or guarantees.
	11. Request reimbursement of expenses or costs related to the activities and investigations carried out in connection with the commission of Prohibited Practices.

The actions and/or recommendations issued by CABEI shall be of mandatory observance and compliance.

CABEI reserves the right, in any case and without prejudice to the sanctions imposed by the authorities of the Borrower/Beneficiary's country, to request the suspension of the contracting procedures or of the execution of the contract(s) resulting therefrom, regardless of their status. If CABEI requests the suspension of the contracting procedures or of the execution of the contract(s) and this does not occur, CABEI reserves the right not to finance the contract(s) resulting from those procedures.

As a result of the investigation process, CABEI may include individuals or legal entities on the List of Prohibited Counterparties or any other CABEI ineligibility list that it may have established for such purpose.

**Section III. Forms**

**Form No.1 Quotation Submission Form**

**Form No. 2: Affidavit**

**Form No.3. Technical Specifications Offered**

**Form No.4. Price List**

**Form No.5. List of Goods and Delivery Schedule**

**Form No.1 Quotation Submission Form**

*[Bidder**shall complete and submit this form with its Quotation].*

*[date].*

*Process Number (Insert process number)*

Sirs: *(Name of Employer)*

Dear Sirs:

We, the undersigned, hereby confirm our decision to participate in the *"(title of the process in which we are participating)"* process.

We also declare that:

1. We have reviewed the price comparison document, including the amendments issued in accordance with the Instructions to Bidders, and have no reservations in this regard.
2. We submit our quotation enclosed, with a bid validity period of \_\_\_\_ days from the date of expiration of the established deadline for receipt of quotations.
3. Our financial offer is for a total closed amount of (*Write currency, amount in numbers and letters)*.
4. We confirm our commitment to comply with the proposal if our quotation (*full name of the bidder)* is accepted.
5. We accept that any false information or omission that this quotation and/or its annexes may contain may be a justifiable element for its disqualification and we declare that:

We have not been suspended or declared ineligible by the Employer in connection with the execution of a Bid Maintenance Statement in the Employer's country.

If there are any commissions or gratuities, paid or to be paid by us to agents in connection with this Quotation and the execution, if awarded to us, they are set forth below:

|  |  |  |
| --- | --- | --- |
| Recipient's name and address | Amount and Currency | Purpose of the Commission or Gratuity |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| *(If there are no commissions or bonuses indicate "none")* |

1. We understand that this quotation with its attachments shall not constitute a binding contract between us until the formal contract/purchase order, if any, has been drawn up and executed.
2. We understand that you are not obligated to accept the lowest evaluated quotation, the Most Convenient Quotation, or any other quotation you may receive.

In case of being selected*,* we commit ourselves to comply with all the requested scopes, according to the technical requirements, conditions, and instructions of the present contracting process.

The signature of the undersigned on this document is duly authorized to sign for and on behalf of (*full name of contributor*) and warrants the truth and accuracy of all statements and documents herein.

Dated at \_\_\_\_\_\_\_\_\_\_ on the day\_\_\_\_\_ of the month of \_\_\_\_\_\_\_\_\_\_\_ of the year \_\_\_\_\_\_.

Name of Contributor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position of the Signatory \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and signature of legal representative \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Form No. 2: Affidavit**

**Affidavit**

Process name and number: *(enter the name and identification number of the process)*

I *(Name of the person accredited in the Power of Attorney)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, with identification document \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, in my capacity as legal representative of *(Name of the bidder)* \_\_\_\_\_\_\_,

Certify and declare the following:

1. That my client, its agents, personnel, contractors, consultants, directors, officers or shareholders have no relationship whatsoever, nor have they been involved in activities related to money laundering and financing of terrorism;
2. That my client is not in bankruptcy or liquidation;
3. That my client is not under judicial interdiction;
4. That my client has no conflict of interest as described in the Instructions for Contributors;
5. That my client complies with the eligibility requirements established for this process.
6. That my client, its agents, personnel, contractors, consultants, directors, officers or shareholders are not included in the CABEI’s List of Prohibited Counterparties or any other CABEI’s ineligibility list;
7. That my client, its agents, personnel, contractors, consultants, directors, officers or shareholders have not been disqualified or declared by any entity or authority as ineligible for obtaining resources or awarding contracts financed by any other entity, while the sanction is in force;
8. That my client, its agents, personnel, contractors, consultants, directors, officers, or shareholders have not been found guilty of crimes or sanctions related to Prohibited Practices by the competent authority.
9. That my client has no history of breach of contract in the last 10 years.

Likewise, I authorize the corresponding *(Name of the Contracting Party)* and the Central American Bank for Economic Integration (CABEI) to carry out the verifications it deems pertinent in order to corroborate the aforementioned with any search system or database that the Contracting Party or CABEI may have for such purposes, as well as with any competent authority that may be deemed necessary. Likewise, I certify and declare that I know the origin of the funds of the patrimony of my represented party and that they do not come from any illicit activity.

Finally, and if applicable, I declare that the funds provided will be managed in accordance with best practices, transparency, and integrity and at no time will be used for illicit activities.

We further declare that immediate notice will be given to the Employer and CABEI in the event of any change in the aforementioned conditions at a later time.

We agree that the Employer shall have the right to exclude us from this process if the information provided in this Affidavit is false or if the change of condition occurs at a time subsequent to the delivery of this Affidavit.

**Bidder:** *(Full name of bidder)*

**Name:** *(Full name of the person signing)*

**Title:** *(of signatory)*

**Signature***: (signature of the person whose name and title appear above).*

**Date***: (day, month, and year in which the offer is signed)*

**Form No.3. Technical Specifications Offered**

*The Buyer shall complete this table in accordance with the technical specifications set forth in Section IV, except for the "Quantity", "Technical Specifications Offered", "Compliant", "Non-Compliant" and "Variations" columns, which shall be completed by the Offeror.*

|  |  |  |
| --- | --- | --- |
| Article(indicate Article No.) | Requirements | Offer |
| Quantity | Name of related goods or services | Minimum technical specifications and standards required  | Quantity | Technical specifications offered | Compliant\* | Non-Compliant\* | Variations\* |
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*\*Note: The supplier shall indicate compliance (yes/no) with the technical specifications requested, as well as variations in accordance with its quotation.*

**Form No.4. Price List**

The Bidder shall complete these Price Schedule forms in accordance with the instructions given. The list of items and lots in column 1 of the **Price Schedule** shall match the List of Goods and Services detailed by the Purchaser and shall match Form No. 5.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 | 6 |
| Item No. | Description of assets | Country of origin | Quantity and physical unit | Unit Price | Total price per item*(Col 4 \* 5)* |
| *(indicate item number)* | *(Indicate the name of the assets)* | *(indicate the country of origin of the goods)* | *(indicate the number of units to be provided and the name of the physical unit of measure)* | *(Please indicate the price per unit).*  | *(Indicate the total price of the item)* |
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|  Total Bid price  |  |  |  |  |

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|  **Form No.5. List of Goods/Services and Delivery Schedule***(This table shall be completed by the Buyer, except for the column "Delivery Date Offered by the bidder", which shall be completed by the Bidder).* |
| **Item No**. | **Description of assets**  | **Quantity** | **Physical unit** | **final delivery site, as indicated in the DDLs**  | **Delivery date**  |
| **Earliest delivery date** | **Deadline for delivery**  | **Delivery date offered by the bidder**  |
| *(Indicate the No. of the article).* | *(Indicate the description of the Goods).* | *(Indicate the quantity of items to be supplied).* | *(Indicate the physical unit of measurement of the quantity).* | *(Indicate the place of delivery).* | *(Indicate the number of days after the effective date of the Contract).* | *(Indicate the number of days after the effective date of the Contract).* | *(Indicate the number of days after the effective date of the Contract).* |
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**Section IV. List of Requirements for Goods and Services**

**Insert in this section:**

1. The essential technical and performance characteristics and requirements, including the maximum or minimum acceptable or guaranteed values, as applicable[[3]](#footnote-3) .
2. Place of delivery of goods or services.
3. Delivery time (delivery schedule if necessary).
4. Type of tests and inspections to be performed to accept the goods and services.
5. Types of guarantees required (if applicable).
6. The TE shall stipulate that all goods or materials to be incorporated into the goods shall be new, unused and of the latest or current model.
7. Payment terms and conditions.
8. Any other deemed convenient.

Goods and related services shall comply with the following technical specifications and standards

|  |  |
| --- | --- |
| Article*(indicate item no.)* | Requirements |
| Quantity  | Name of goods and related services | Minimum required technical specifications and standards*(indicate technical specifications)* |
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**Section V.I. Sample Purchase Order or Contract**

*The Buyer shall include in this section a draft purchase order or model contract as it deems appropriate. This shall cover at least the following aspects:*

*Buyer's data: Identification and address of the buyer.*

*Supplier Data: Supplier identification and address.*

*Terms of delivery: Conditions and deadlines for delivery.*

*Terms of payment: Accepted methods of payment to make the purchase.*

*Goods and services: Quantities and description of goods and services.*

*Price: Total and unit price, including all shipping charges, levies, and taxes.*

*Signatures: subscription by the persons authorized for such purpose.*

1. Which are: i) [United Nations (UN) Security Council Consolidated List of Sanctions](https://scsanctions.un.org/search/), ii) [Consolidated List of Individuals, Groups and Entities subject to European Union (EU) Financial Sanctions](https://ecas.ec.europa.eu/cas/login?loginRequestId=ECAS_LR-36252321-i3bC0Yyn4qJKmD3T5AD0n1972MYZvjte1CB0VzH2gFFoBUbcYTJXIHrU5mMCeqHQ3Ic3M6K9cHvEwA4Ps6HgYO-rS0vSrmBGYCK59yNHl2VtO-yMxkfRRmy2HjzzNdXJmJyIpCsQ1BSc1kXk8zYQEImzi426W1K2h4OL3d4MX0mud9egxMv39S7QKEq7uZeozuBJO#!/files), iii) [Consolidated List of Individuals, Groups and Entities subject to World Bank (WB](https://www.worldbank.org/en/projects-operations/procurement/debarred-firms)) [Sanctions](https://www.worldbank.org/en/projects-operations/procurement/debarred-firms), iv): [Office of Foreign Assets Control (OFAC) Consolidated List](https://sanctionssearch.ofac.treas.gov/), v) https://sanctionssearch.ofsi.hmtreasury.gov.uk/ ["HM Treasury Consolidated List of Targets"](https://sanctionssearchapp.ofsi.hmtreasury.gov.uk/), vi) https://sanctionssearch.ofsi.hmtreasury.gov.uk/Lista of Prohibited Counterparties of CABEI. [↑](#footnote-ref-1)
2. If a different currency is desired, it must be one that is easily convertible in the buyer's country. [↑](#footnote-ref-2)
3. References to brand names, catalog numbers or other details limiting materials or articles to a particular manufacturer should be avoided. Where such descriptions are unavoidable, they should always be followed by expressions such as "or substantially equivalent" or "or at least equivalent". [↑](#footnote-ref-3)