

Summary: This tool assists you in setting up bidding documents (or tender documents) for the procurement of small works. Besides a general resource text on bidding procedures it contains standard bidding documents which illustrate how bidding documents can be developed and which points should be included.

Application Within the Planning Process:

Step 7: Implementation of the Action Plan

Related Tools:

T27 Standardised Short Contracts

T28 Contents of a Community Contract

Purpose Bidding documents are a set of documents established by the client, providing bidding instructions, evaluation criteria, conditions of contract and a description of works for the purpose of obtaining comparable offers from a number of tenderers (ILO, undated). These documents describe the what, where, who, how and when of your project in detail. The purpose of this tool is to provide guidance on how to set up bidding documents and what to include.

How to use this tool? Document D26.1 provides general information on contracts management, bidding procedures, and particularly contract documents (pp. 51-59). Numerous standard bidding documents (SBDs) exist from different organisations. The World Bank, for example, uses SBDs for international and national competitive bidding and award of small works (see D26.2). This document exceeds the level of detail required for local contracting, which might be appropriate for most CLUES projects, but it illustrates the structure and wording of bidding documents and provides useful templates, ranging from instructions to bidders (Section I) to bid data sheets (Section II), employers' requirements (Section VI) and general and particular conditions of contract (Sections VII and VIII). For guidance on setting up contracts see **Tools T27** and **T28**.

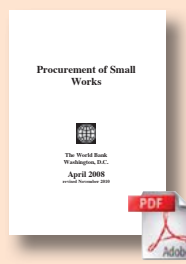
Resources



Document D26.1:

ILO (undated). *Small-Scale Contracting. Module II - Contracts Management*. International Labour Organization. Geneva, Switzerland.

[D26.1.pdf](#)



Document D26.2:

The World Bank (2010). *Standard Bidding Documents for Procurement of Small Works*. November 2010 Revision. The World Bank. Washington DC, USA.

[D26.2.pdf](#)