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**Inter-American Development Bank  
Administrative Services and Corporate Procurement Division**

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**Supplier Guide**



# Inter-American Development Bank Supplier Guide to Corporate Procurement

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# **Inter-American Development Bank Supplier Guide to Corporate Procurement**

## **1. Introduction**

Welcome to the Inter-American Development Bank (“the Bank”) Supplier Guide to Corporate Procurement. The purpose of this guide is to provide an overview of the Bank and of its Corporate Procurement policy and procedures. It will also assist suppliers in understanding the Bank’s supplier eligibility requirements and how to apply to do business with the Bank.

## **2. Mission Statement**

The Mission of the Bank’s Administrative Services and Corporate Procurement Division (BDA/ACP) is to provide maximum value to the Bank by procuring quality goods and services for its internal use through efficient, well-managed, standardized processes that provide for transparency, fairness, appropriate competition and accountability.

## **3. Overview of the Inter-American Development Bank**

The Bank is the oldest and largest regional development bank. The Bank supports economic and social development and regional integration in Latin America and in the Caribbean.

The Bank purchases approximately \$75 million in goods and services per year for the Bank’s day-to-day internal use and benefit; primarily at the headquarters location in Washington, D.C. These purchases are considered “Corporate Procurement” and are the responsibility of BDA/ACP of the Budget and Administrative Services Department (BDA/BDA).

Note: The procurement that is conducted by the Bank’s borrowers for development projects is termed Project Procurement. Project Procurement is governed by its own policies and procedures, and is the responsibility of the Operations Procurement Office of the Vice Presidency for Countries of the Bank.

## **4. How Corporate Procurement Buys Goods and Services**

Corporate Procurement sources and purchases a wide variety of commodities for the Bank including, but not limited to:

- Operating Equipment and Supplies
- Information Technology Hardware, Software and Systems
- Construction and related Design & Engineering Services
- Facilities Support Services
- Office Furnishings and Equipment
- Professional & Technical Consulting Services

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Invitations for Bids (IFB) and Requests for Proposals (RFP) may be issued for certain purchases depending on the type, size and nature of the requirement. These sourcing methods are generally used for qualifying purchases in excess of \$50,000.

Small purchases between \$5,000 and \$50,000 are sourced by Corporate Procurement via informal competition, and award may occur based on verbal or written responses from the supplier offering the best value. Responses are typically solicited via fax, telephone and/or e-mail.

Purchases of \$5,000 or less may be made by authorized Bank staff via a Corporate Procurement Card (a "Purchasing Card" or "P-Card"). The P-Card has preset limits of individual transaction dollar amounts, number of transactions per day, and is limited to certain types of purchases and merchant category codes.

**Note:** The Bank is not a U.S. government agency and is not subject to federal, state or local procurement requirements. The Bank may, but is not obligated to, procure goods and services via GSA Schedules.

## 5. How to Do Business with the Bank

Any supplier interested in doing business with the Bank must complete and submit a **Supplier Registration Form**. Proper completion of the registration requires the supplier to certify its eligibility to do business with the Bank.

The application should be completed and submitted on-line via the Bank's Corporate Procurement website. The Corporate Procurement website provides instructions for completion and submission of the registration. Suppliers unable to submit the registration on-line should contact the Corporate Procurement via e-mail at [Corprocurement@iadb.org](mailto:Corprocurement@iadb.org)

Successful receipt of the Supplier Registration Form by the Bank does not imply that the supplier is eligible or qualified to meet the Bank's Corporate Procurement requirements nor does it guarantee that the Bank will do business with any potential supplier.

## 6. Supplier Eligibility Guidelines

Any supplier or potential supplier must be able to certify:

- a. That its organization is not an individual independent contractor holding itself out as a business;
- b. That its organization has more than one customer and that not more than 25% of its total revenue would generally be derived from Bank contracts;

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- c. That its organization, any parent, any subsidiary, or any previous form of organization constituted by or with any of the same individuals as principal(s) is not currently suspended or debarred from doing business with the Bank or with any other multi-lateral development Bank.
- d. That its organization has the financial capacity to perform if awarded a contract by the Bank;
- e. That its organization either has or can obtain insurance providing at least the minimum coverage limits required by the Bank as set forth in paragraph #7 below ; and
- f. That its organization has been in business for a period of time sufficient to have the qualifications and experience required to provide the goods or services it proposes to provide and that it has verifiable references of other users for which it has provided similar goods and/or services.

## 7. Insurance Requirements.

The Bank requires insurance coverage from its suppliers as indicated in the Eligibility Guidelines. The types and amounts of insurance coverage required may vary depending on the goods and/ or services being procured. Specific requirements are provided during each solicitation and contract process conducted with suppliers, however the minimum types and coverage limits of insurance required are:

- Commercial General Liability, with policy endorsement to include subcontractors, products, completed operations and contractual liability – primary limit of \$2 million US and an annual aggregate of \$5 million US
- Professional Liability – limit of not less than \$1 million US
- Employer’s Liability – minimum limit of \$1 million US
- Worker’s Compensation – as required by law

## 8. Business Ethics.

The Bank requires that any supplier participating in the Bank’s competitive process must adhere to the highest ethical standards, and must report to the Bank all suspected acts of Prohibited Practices<sup>1</sup> of which it has knowledge or of which it becomes aware.

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<sup>1</sup> *Prohibited Practice* means any corrupt practice, fraudulent practice, coercive practice, collusive practice or obstructive practice in a Bank-financed activity by parties thereto as such terms are defined below: a. *A corrupt practice* is the offering, giving, receiving, or soliciting, directly or indirectly, anything of value to influence improperly the actions of another party; b. *A fraudulent practice* is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation; c. *A coercive practice* is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party; d. *A collusive practice* is an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party; and e. *An obstructive practice* is (a) deliberately destroying, falsifying, altering or concealing evidence material to the investigation or making false statements to investigators in order to materially impede a Bank Group investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or (b) acts intended to materially impede the exercise of the Bank’s inspection and audit rights.

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All of the Bank's procurement activities are governed by the principles of transparency, fairness, responsiveness, best value, and accountability. In keeping with these principles, Bank staff shall not solicit nor accept any gift, gratuity, entertainment, kickback or anything of monetary value from suppliers that may unduly affect the outcome of procurement activities between the parties to the procurement.

Suppliers and their employees shall not offer Bank staff inappropriate gifts, gratuities, entertainment, kickbacks or anything of monetary value to obtain favorable treatment from the Bank. These actions, intentional or otherwise, may create an ethics violation. Violations will be reported to the Bank's Office of Institutional Integrity for review and action.

### 9. Commencement of Work.

The Bank's Corporate Procurement Policy states that "no work shall be commenced nor any goods delivered, under any Bank contract until all conditions precedent as specified in the contract documents have been met, including, but not limited to:

1. the contract has been duly executed by the Bank; and
2. where required, the contract has been duly executed by the supplier and the supplier has furnished certificates of insurance, performance bonds, payment bonds and any other contract requirement."

### 10. Invoicing and Payment

In order to receive payment for goods or services furnished to the Bank, suppliers must submit an invoice containing the following information:

- Supplier name and contact information
- Purchase order number or contract number
- Invoice number
- Discount, if applicable
- Item description (quantity, price)
- Date of order and shipping date (goods) or delivery date (services)
- ACH/EFT information required for electronic payments

Invoice payments will not be made without proper and complete documentation. All invoices for payment will be submitted to the following address unless otherwise stipulated in the purchase order: Financial Services Unit 1300 New York Avenue, N.W., Stop #: B0921, Washington, DC 20577 or via e-mail to [BMA/ATC2@iadb.org](mailto:BMA/ATC2@iadb.org)

**NOTE:** The Bank is exempt from all taxation, and will provide suppliers with tax exemption certification if requested.

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## 11. How Suppliers Can Add Value

- Provide information regarding how specifications for a product can be improved to provide a better-quality or longer-life product, and/or at a lower cost.
- Proactively discuss contract enhancements that may create a better agreement for all parties whether it be pricing, consolidation of orders, shipping, level of service, etc.
- Include the Bank's purchase order number and complete address on shipments to us.
- Follow through on orders shipped to ensure delivery to the Bank as promised.

## 12. Visiting the Bank

When planning to visit the Bank, suppliers must:

- Make initial contact with BDA/ACP by phone or e-mail, prior to scheduling the visit. Corporate Procurement is available to facilitate any necessary meetings and to ensure that any Bank staff that should be in attendance are properly identified based on the purpose for the visit.

At the conclusion of meetings at the Bank, suppliers are encouraged to:

- Notify Corporate Procurement of the outcome of the visit, if a Corporate Procurement Contracts Specialist was not in attendance, to facilitate future interactions and coordinate any required follow-up, if possible.

## 13. Administrative Services and Corporate Procurement Division Contact Information

The Bank's BDA/ACP maintains the hours of 9:00 a.m. to 5:00 p.m. Eastern Time, with the exception of Bank holidays. General contact information is below:

Inter-American Development Bank  
Administrative Services and Corporate Procurement Division  
1300 New York Avenue, N.W.  
Stop #: W404  
Washington, DC 20577

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## 14. Supporting Information and Documentation.

Corporate Procurement Policy	<a href="http://www.iadb.org/corproc">http://www.iadb.org/corproc</a>
Standard Terms and Conditions for Services	<a href="http://www.iadb.org/corproc">http://www.iadb.org/corproc</a>
Standard Terms and Conditions for Goods	<a href="http://www.iadb.org/corproc">http://www.iadb.org/corproc</a>
Supplier Registration Form	<a href="http://www.iadb.org/corproc">http://www.iadb.org/corproc</a>