

# ADB Procurement of Goods

## Facilities inbuilt in the ADB BoQ Goods Template

The ADB BOQ template is designed to reflect standard ADB financial schedules to be applied in ADB procurement. The ADB BOQ is reflective of bank's price schedule forms. "ADB procurement of Goods price bid template" is a Multi-Currency template(BOQ) that supports up to 6 currencies facilitates department to use this as a standard price bid template to receive bids from international bidders particularly tenders pertaining to ADB/World Bank. The currency conversion is applied during financial bid opening on the portal as per the Conversion rate provided (either at the time of tender creation or Financial Bid Opening) by Tender Inviting Authority, to support a comparison report in Indian rupees.

During preparation of ADB BOQ template, the department/ procuring entity/EA will define the **Tender Inviting Authority, Name of Work and Contract Number** in the template, then lock the template as a form to be completed by bidders. Bidders will only be able to enter information in permitted fields on individual worksheets.

ADB BOQ Goods template incorporates five worksheets: **BOQ 1** and **Price Submission Sheet, Schedule 1, Schedule 2, and Schedule 3**. **Department will be able to enter the detail in BoQ1 only after unlocking the sheet with testing password. Schedule 1, 2 and 3 are locked with NIC Administrator password**, as these forms are not to be modified by department. Only bidder will be able to fill details of the items that form their bid.

The bidder is required to list all price items of their bid in schedule 1, 2 and 3, in accordance to requirements specified in the bidding documents. Each item will include a description unit count, unit of measure, price per unit, currency, applicable taxes, and discounts. The BOQ also allows the bidder to add as many items as may be required to define their price bid using the **[Add Row]** function, which should reflect specifications defined in the bidding document.

The screenshot displays the 'Item Rate BoQ' worksheet in Microsoft Excel. The interface includes the standard Excel ribbon (Home, Insert, Page Layout, Formulas, Data, Review, View, Foxtit PDF) and a toolbar with various formatting options. The spreadsheet content is as follows:

**Item Rate BoQ** [Validate] [Print] [Help]

Tender Inviting Authority:  
 Name of Work:  
 Contract No:  
 Name of the Bidder/ Bidding Firm / Company:

**PRICE SCHEDULE - Instructions**  
 (This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)

NUMBER #	TEXT #	TEXT #	NUMBER #	TEXT #
Sl. No.	Item Description	Quoted Currency in INR / Other Currency	TOTAL PRICE	TOTAL PRICE In Words
1	2	12	53	55
1	Grand Total of Schedule 1, Schedule 2 and Schedule 3			
1.01	Currency 1 - INR	INR	0.00	INR Zero Only
1.02	Currency 2 - USD	USD	0.00	USD Zero Only
1.03	Currency 3 - EUR	EUR	0.00	EUR Zero Only
1.04	Currency 4 - AUD	AUD	0.00	AUD Zero Only
1.05	Currency 5 - GBP	GBP	0.00	GBP Zero Only
1.06	Currency 6 - JPY	JPY	0.00	JPY Zero Only

The bottom of the screenshot shows the Windows taskbar with the search bar and various application icons.

The sheet names **BoQ1** as well as other sheets should not to be renamed or re-arranged. It is to be used as it is. Sheet name shall be “**BoQ1**”, “**Price Bid Submission Sheet**”, “**Schedule 1**”, “**Schedule 2**” and “**Schedule 3**” and shall be available in the same order.

**BoQ1 and its preparation:**

**BOQ 1** contains basic information about the current procurement. Department has to provide Tender Inviting Authority details, Name of Work, Contract Number. Some cells are hidden at Row no 7, Dept may unhide Row no 7 and fill the details like **OCB No, IFB No and Bid validity days** in this sheet. After filling the details, Dept may again hide Row no 7 as OCB No, IFB No and Bid validity days are not required to be shown to bidder, it is only for internal consumption.

The procedure to modify **BoQ1** is as below:

BoQ1 is to be unlocked using standard password like **testing**.

The following 5 entries in **BoQ1** should be entered by department

TIA Detail	Cell A4	Enter TIA details after : symbol
Tender Title/ Description	Cell A5	Enter Tender Title/ Desc details after : symbol
Open Competitive Bidding (OCB) No.	Cell B7	Unhide Row 7
Invitation for Bid (IFB) No	Cell L7	Enter OCB, IFB No. and Bid Validity days
Bid Validity days	Cell BA7	Hide row 7 again as it is for internal use only

And, after providing above details, **BoQ1** should be locked with the password as desired by department.

**Bidder has been permitted to enter their company name only.**

Bidder/ Company Name	Cell B8	<b>Mandatory</b>
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And, the value of currencies in this **BoQ1** will be taken automatically from the value available in the next sheet viz **Price Submission Sheet**.

1	Grand Total of Schedule 1, Schedule 2 and Schedule		
1.01	Currency 1 - INR	INR	
1.02	Currency 2 - USD	USD	
1.03	Currency 3 - EUR	EUR	
1.04	Currency 4 - AUD	AUD	
1.05	Currency 5 - GBP	GBP	
1.06	Currency 6 - JPY	JPY	

A currency wise summary will be presented in BOQ 1 and the Price Bid Submission Worksheet. The price bid summary by currency is a sum calculation of the total price for each item defined by the bidder in Schedules 1, 2 and 3. Currency conversions are not applied in the BOQ.

The screenshot shows a detailed spreadsheet with the following structure:

- Row 1:** Name of the Bidder (Cell B8), IFB NO (Cell BA7)
- Row 2:** PRICE SCHEDULE (Schedule 1) - Price Schedule for Goods to Be offered from within the Purchaser's Country
- Row 3:** Notes section with sub-headers:
  - Column 4:** In accordance with margin of preference ITB 35, if applicable. Domestic Value Added comprises domestic labor, the domestic content of materials, domestic overheads, and profits from the stage of mining the raw material until final assembly.
  - Column 6:** Incoterms in accordance with ITB 14. Currency in accordance with ITB 15. Price shall include all customs duties and sales and other taxes already paid or payable on the components and raw materials used in the manufacturer or assembly of the item or the customs duties and sales and other taxes already paid on previously imported items.
  - Column 8:** Payable in the Purchaser's country if Contract is awarded.
- Table Headers (Row 9):**
  - Item No.
  - Description
  - Country of Origin
  - Domestic Value Added in percentage
  - Quantity and Unit of Measurement (Quantity, Unit)
  - Unit Price EXW
  - Total EXW price per item (7 = 5 x 6)
  - Sales and other Taxes per item (% Amount)
  - Total Price per item including Taxes (9 = 7 + 8)
- Table Body (Rows 10-16):** Multiple rows for item entries with columns for the above headers.
- Row 17:** Total Amount summary row.

Total pricing by currency is calculated by spreadsheet functions, and the price summary on BOQ 1 and in the Price Bid Submission Sheet cannot be changed or edited by the bidder. The price total by currency is also displayed in words.

BOQ 1 is a locked sheet, and the bidder may only enter their Company name. **The GePNIC system will extract pricing information from BOQ 1 for the comparative financial report.**

### The Price Submission Sheet:

The “Price Submission Sheet” also lists currency wise total price. In the “Price Submission Sheet”, the bidder will define discounts, applications of discounts and any commissions or fees that have been or may be paid. The EA/Department may request bidders to print and sign a copy of the Price Submission Sheet and include it as part of the bid submission.

This is the main sheet based on which the L1 will be decided. This is the bidder specific sheet and designed as per the form provided in the ADB standard bidding document.

In this sheet information like OCB No, IFB NO, TIA Details and Bid validity days will be automatically gets populated from BoQ1.

In addition, this sheet automatically takes reference from schedule 1, 2 & 3 to display currency-wise sum.

12	(c) The total price of our Bid, excluding any discounts offered in item (d) below, is		
13			
14	INR	0.00	INR Zero Only
15	USD	0.00	USD Zero Only
16	EUR	0.00	EUR Zero Only
17	AUD	0.00	AUD Zero Only
18	GBP	0.00	GBP Zero Only
19	JPY	0.00	JPY Zero Only

- Rates quoted in **INR** in the **Schedule 1 & 3** will be added and reflected in the Total price of bid in INR in Price Bid Submission Sheet at Cell D14.
- Rates quoted in **USD** in the **Schedule 2 & 3** will be added and reflected in the Total price of bid in USD in Price Bid Submission Sheet at Cell D15. Similarly applicable for other foreign currencies.

Additionally, in Price Bid Submission Sheet, bidder may define few of the details like discounts, applications of discounts, any commissions or fees that have been or may be paid and others as shown below:

Date	Cell G2	<b>Mandatory</b>
Alternative No.	Cell G5	<b>Mandatory</b>
Name	Cell C43	<b>Mandatory</b>
In the capacity of	Cell D44	<b>Mandatory</b>
Duly authorized by	Cell F45	<b>Mandatory</b>
Date	Cell C46	<b>Mandatory</b>
Discount	Cell B23	Optional
Methodology of Discount	Cell B25	Optional



In this sheet **Name of the bidder** and **IFB no.** will get filled automatically from BoQ1

Notes									
Column 5 and 6:			Incoterms in accordance with ITB 14. Currency in accordance with ITB 15.						
Column 6:			Only to be used if the Purchase wishes to reserve transportation and insurance to domestic companies or other designated forces. Identification of lowest evaluated bid must be on the basis of the CIF or CIP price, but the Purchaser may sign the contract on FOB or FCA terms and make its own arrangement for transportation and / or insurance.						
Item No.	Description	Country of Origin	Quantity and Unit of Measurement		Unit Price		Quoted Currency	Total Price	
			Quantity	Unit	CIF / CIP	FOB / FCA		CIF / CIP	FOB / FCA
1	2	3	4		5	6		7 = 4 x 5	8 = 4 x 6
								0.00	0.00
								0.00	0.00
								0.00	0.00
								0.00	0.00
								0.00	0.00
								0.00	0.00
								0.00	0.00
Total Amount							USD	0	0
							EUR	0	0
							AUD	0	0
							GBP	0	0
							JPY	0	0

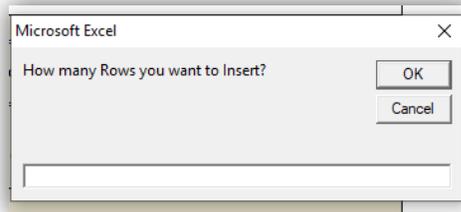
- **Schedule 3** pertaining to services (to be offered from within or outside the purchaser's country) that are related to items being supplied in **Schedule 1** and **Schedule 2**.

In this sheet **Name of the bidder** and **IFB no.** will get filled automatically from BoQ1.

Notes										
Column 5 and 6:			Currency in accordance with ITB 15. Prices are to be quoted inclusive of all customs duties, sales, and other similar taxes applicable in the Purchaser's country and payable on the Related Services, if the Contract is awarded to the bidder.							
Item No.	Description	Country of Origin	Quantity and Unit of Measurement		Unit Price				Total Price per Item	
			Quantity	Unit	(a) Foreign Currency	Quoted Foreign Currency	(b) Local Currency	Quoted Local Currency	(a) Foreign Currency	(b) Local Currency
1	2	3	4		5 (a)		5 (b)		6 (a) = 4 x 5 (a)	6 (b) = 4 x 5 (b)
								INR	0.00	0.00
								INR	0.00	0.00
								INR	0.00	0.00
								INR	0.00	0.00
								INR	0.00	0.00
								INR	0.00	0.00
Total Amount								INR		0.00
								USD		0.00
								EUR		0.00
								AUD		0.00
								GBP		0.00
								JPY		0.00

**NOTE: Add Row** - Schedule 1, 2 and 3 facilitates bidder to add any number of rows by clicking of **"Add Row"** button. After clicking on the button bidder has to provide number of rows to be added and submit.

	A	B	C	D	E	F	G	H	I	J	K
1		Print	Add Row								
2		Name of the Bidder :	0					IFB NO.	0		
3		<b>PRICE SCHEDULE (Schedule 1) - Price Schedule for Goods to Be offered from within the Purchaser's Country</b>									
4		<small>(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only.)</small>									
5		<b>Notes</b>									
		<small>In accordance with margin of preference ITB 35, if applicable.</small>									



*Bidder can add any number of rows and fill up the details of the item to be supplied. Once the rows are inserted bidder are not allowed to delete the row. Blank item rows are permitted to be submitted as part of the bid.*

Once Price bid template is filled completely, bidder may click on Validate button in BOQ 1. The template will automatically gets validated and identify the mandatory fields in the price bid to guide the bidder.

**ADB has advised to use this price bid template for taking price quote from bidder on various aspects. The comparative chart generated from the system will be used for the reference purpose only. Actual L1 calculation by procuring entity will be done on the basis of Price Bid Submission Sheet after taking into account Discount and Other things mentioned by the bidder in the Price Bid Submission Sheet.**

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