

Guidance to Borrower on Recording Beneficial Ownership Disclosure for all International Procurement in STEP

Introduction

The World Bank mainstreamed the Beneficial Ownership (BO) disclosure for all procurements subject to Open or Limited international competition since July 1, 2022, for contract under Investment Project Financed (IPF) projects. For further details, please refer to [the announcement of this mainstreaming](#).

STEP has now been updated to include the recording and disclosure information. For all eligible procurements, Borrowers will now be required to record and publish beneficial ownership information as part of the Notification of Award (NOA) in STEP. This guide explains to borrowers how to use the new functionality to do this.

Beneficial Ownership eligibility in STEP

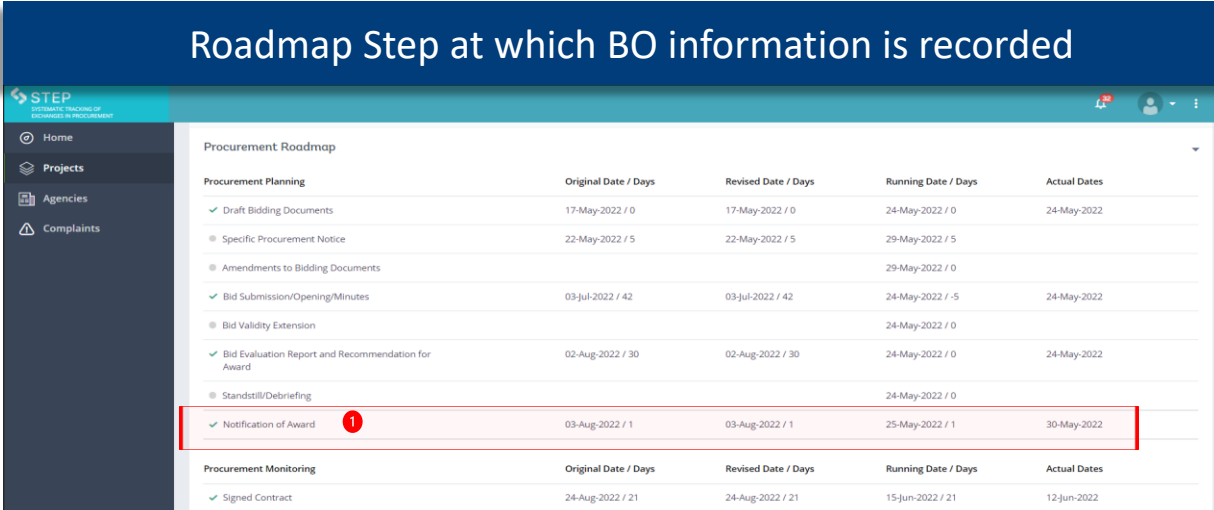
BO disclosure by default now applies for all procurement subject to international competition (open or limited). Where the Borrower considers that the eligibility of an activity for BO disclosure requires a change, please contact the Task Team leader to consider such a change.

Recording of Beneficial Ownership information in STEP by the Borrower

The Borrower records the BO information at “**Notification of Award**” and publishes upon completing the steps below in STEP:

1. Record NOA date and upload a copy of the NOA or Letter of acceptance.
2. Record BO date and upload a copy of the submitted signed BO form (New Step and BO tab)
3. Notify the World Bank of the issuance of NOA.
4. STEP submits the contract Award Notice including BO information for publication on the UNDB and World Bank website

Roadmap Step at which BO information is recorded



Procurement Planning	Original Date / Days	Revised Date / Days	Running Date / Days	Actual Dates
✓ Draft Bidding Documents	17-May-2022 / 0	17-May-2022 / 0	24-May-2022 / 0	24-May-2022
● Specific Procurement Notice	22-May-2022 / 5	22-May-2022 / 5	29-May-2022 / 5	
● Amendments to Bidding Documents			29-May-2022 / 0	
✓ Bid Submission/Opening/Minutes	03-Jul-2022 / 42	03-Jul-2022 / 42	24-May-2022 / 5	24-May-2022
● Bid Validity Extension			24-May-2022 / 0	
✓ Bid Evaluation Report and Recommendation for Award	02-Aug-2022 / 30	02-Aug-2022 / 30	24-May-2022 / 0	24-May-2022
● Standstill/Debriefing			24-May-2022 / 0	
✓ Notification of Award 1	03-Aug-2022 / 1	03-Aug-2022 / 1	25-May-2022 / 1	30-May-2022
Procurement Monitoring	Original Date / Days	Revised Date / Days	Running Date / Days	Actual Dates
✓ Signed Contract	24-Aug-2022 / 21	24-Aug-2022 / 21	15-Jun-2022 / 21	12-Jun-2022

Figure 1-Notification of Award

STEP 1: Record NOA date and upload a copy of the NOA or Letter of acceptance

The borrower selects the contract under “Ready to be signed contracts” (figure 2) to start recording the NOA date in the STEP datasheet and upload a copy of the NOA / letter of acceptance (figure 3).

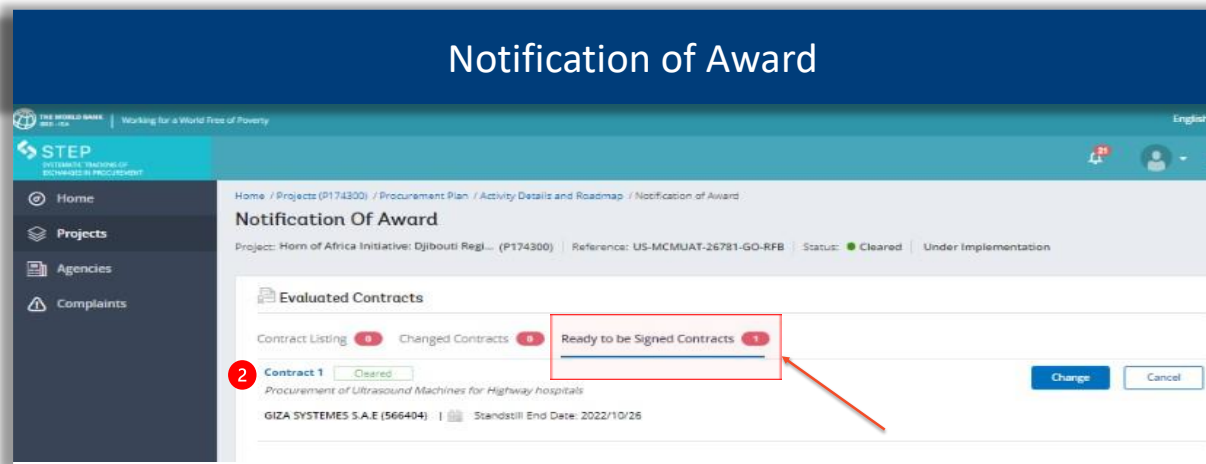


Figure 2-Contract under "Ready to be signed Contracts"

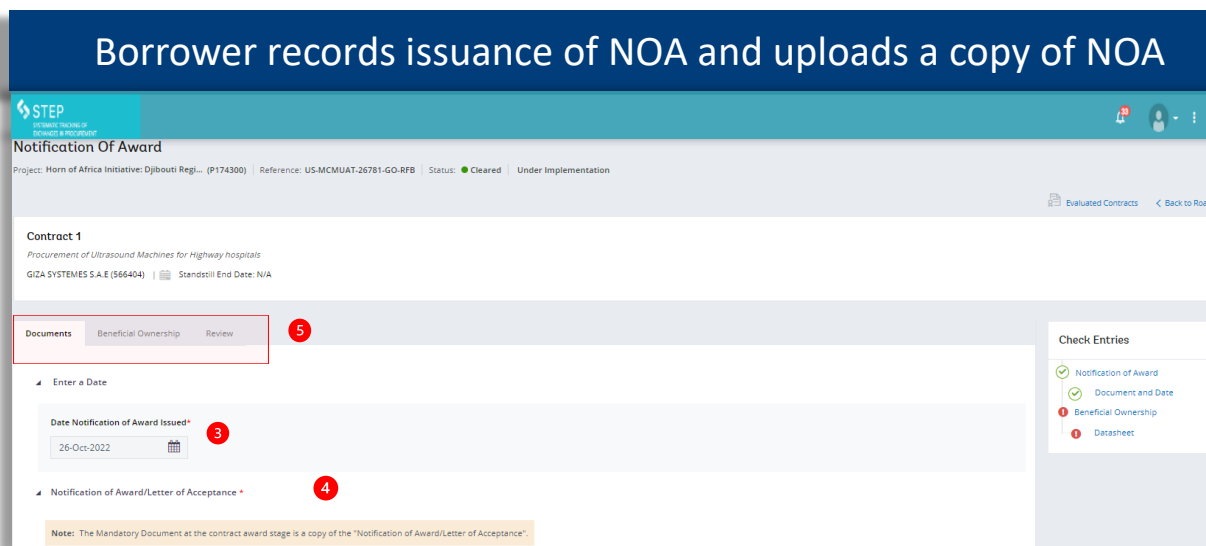


Figure 3-Issuance of NOA and uploads of copy of NOA

STEP 2: Record BO date and upload a copy of the submitted signed BO form

The borrower records all BO information for the successful bidder as contained in the submitted BO form. In case of a joint venture, the Bidder submits, and the borrower records a separate Form for each member. The beneficial ownership information to be recorded in STEP shall be current as of the date of its submission and duly signed forms in STEP:

- (ii) The borrower records the date of the BO form the date of the BO form **6**
- (iii) The borrower selects applicable information from the draw down menu **7**
- (iv) The Borrower uploads the signed BO form. **8**
- (v) The Borrower records the BO information for Bidder 1 and 2 in case of joint venture by clicking on **"Add Beneficial Ownership"**. **9**
- (vi) The BO has conditions that describe the holding % shares of each bidder in the awarded firm; select the holding % shares applicable. **10**

Recording of Beneficial Ownership information

STEP SYSTEMATIC TRACKING OF BENEFICIAL OWNERSHIP IN PROCUREMENT

Beneficial Ownership 5

Date of the BO Form * 6

Beneficial Ownership Disclosure * 7

Uploaded Document 8

AQM.pdf
 x

● Uploaded

+ [Add Beneficial Ownership](#) 9

Beneficial Ownership 1 9

First Name *	Middle Name	Last Name *
<input type="text" value="Arben"/>	<input type="text"/>	<input type="text" value="Maho"/>
Nationality *	Country of Residence *	
<input type="text" value="Albania"/>	<input type="text" value="Albania"/>	
Beneficial Ownership conditions Met *		
<input type="text" value="Directly or indirectly holding 25% or more of the shares"/>		

Beneficial Ownership 2 9

First Name *	Middle Name	Last Name *
<input type="text" value="Ani"/>	<input type="text" value="Nu"/>	<input type="text" value="Na"/>
Nationality *	Country of Residence *	
<input type="text"/>	<input type="text"/>	

Figure 4 - BO information recording

STEP 3: Notify the World Bank of the issuance of NOA

Upon recording the BO information and uploading the signed BO document, user selects “SAVE”. The NOA will display the recorded details.

Recording of Beneficial Ownership Saved at NOA stage

Procurement > Activity - Notification of Award Back to Roadmap

Beneficial Ownership Details

Beneficial Ownership:

Beneficial Ownership Information

CGCOC GROUP CO., LTD
Tel: +86 10 84373600, Fax: +86 10 84373601

Date of the BO Form : 05 Dec, 2022
 Beneficial Ownership Disclosure : Beneficial Ownership information available
 Signed Beneficial Ownership Form : AQM.pdf

Beneficial Owner 1

Name	Nationality
Arben Maho	Albania
Country of residence	Beneficial Ownership Conditions Met
ALBANIA	Directly or indirectly holding 25% or more of the shares

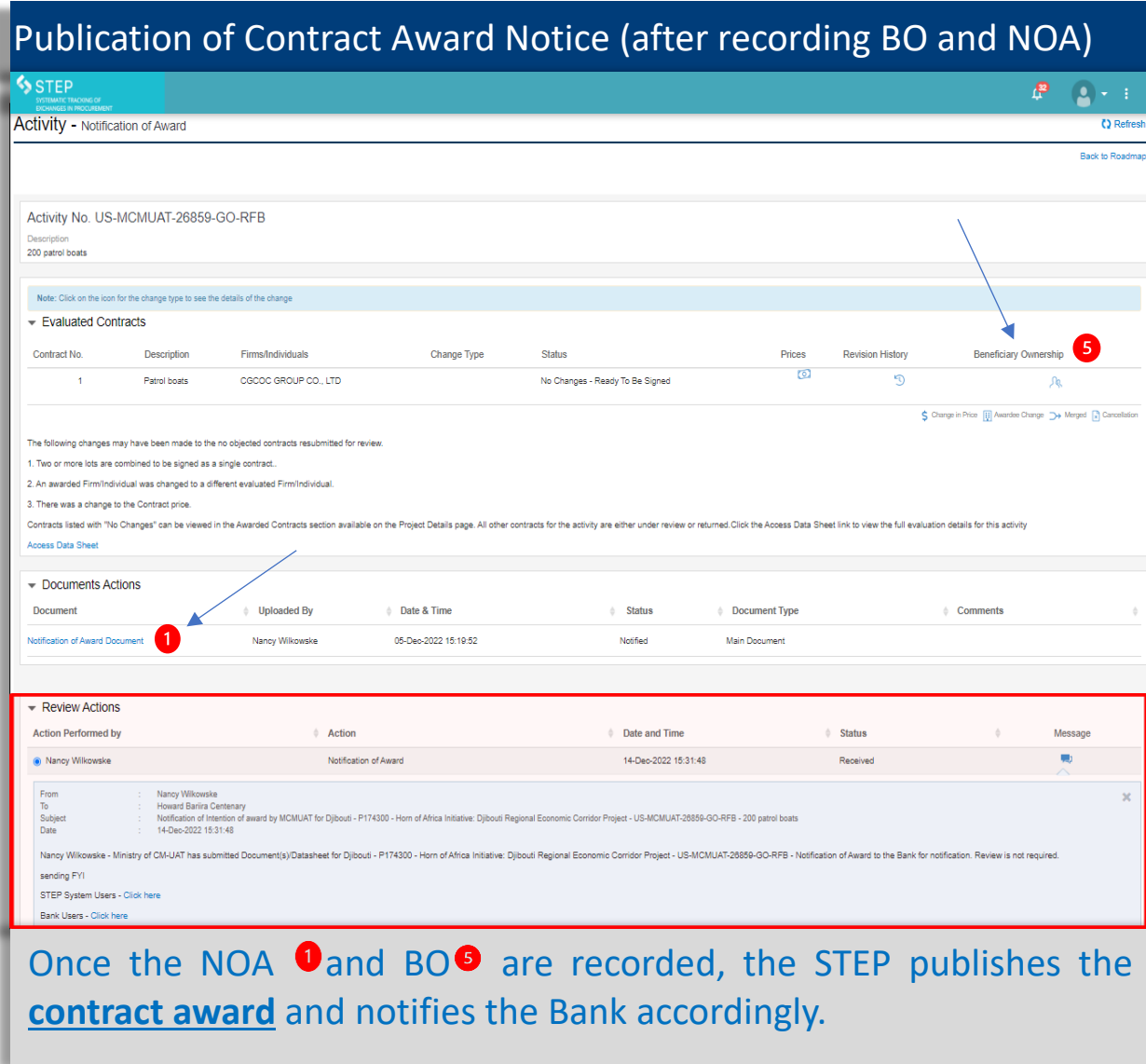
Figure 5-BO information recording

STEP 4: STEP submits the contract Award Notice including BO information for publication on the UNDB and World Bank website

The system will prompt to complete the process for notifying the bank and publish the Contract Award Notice (figure 6).

Upon notifying the Bank, the contract transitions to **“Ready to be signed”** in Contract management system and the borrower proceeds with further process in STEP as indicated in the [Contract Management User Guide](#).

Publication of Contract Award Notice (after recording BO and NOA)



Activity - Notification of Award

Activity No. US-MCMUAT-26859-GO-RFB
Description: 200 patrol boats

Note: Click on the icon for the change type to see the details of the change

Contract No.	Description	Firms/Individuals	Change Type	Status	Prices	Revision History	Beneficiary Ownership
1	Patrol boats	CGCOC GROUP CO., LTD		No Changes - Ready To Be Signed			5

The following changes may have been made to the no objected contracts resubmitted for review.

- Two or more lots are combined to be signed as a single contract.
- An awarded Firm/Individual was changed to a different evaluated Firm/Individual.
- There was a change to the Contract price.

Contracts listed with "No Changes" can be viewed in the Awarded Contracts section available on the Project Details page. All other contracts for the activity are either under review or returned. Click the Access Data Sheet link to view the full evaluation details for this activity.

Access Data Sheet

Document	Uploaded By	Date & Time	Status	Document Type	Comments
Notification of Award Document	Nancy Wilkowskie	05-Dec-2022 15:19:52	Notified	Main Document	

Action Performed by	Action	Date and Time	Status	Message
Nancy Wilkowskie	Notification of Award	14-Dec-2022 15:31:48	Received	

From : Nancy Wilkowskie
To : Howard Barina Centenary
Subject : Notification of Intention of award by MCMUAT for Djibouti - P174300 - Horn of Africa Initiative: Djibouti Regional Economic Corridor Project - US-MCMUAT-26859-GO-RFB - 200 patrol boats
Date : 14-Dec-2022 15:31:48

Nancy Wilkowskie - Ministry of CM-UAT has submitted Document(s) Datasheet for Djibouti - P174300 - Horn of Africa Initiative: Djibouti Regional Economic Corridor Project - US-MCMUAT-26859-GO-RFB - Notification of Award to the Bank for notification. Review is not required. sending FYI

[STEP System Users - Click here](#)
[Bank Users - Click here](#)

Once the NOA 1 and BO 5 are recorded, the STEP publishes the contract award and notifies the Bank accordingly.

Figure 6-Contract Award Notice publication