

**FROM:** Victoria Márquez-Mees, MICI Director

**REFERENCE:** Request **MICI-BID-BR-2016-0109** referring to the operation al “ Mario Covas Rodoanel Project - Northern Section” (BR-L1296)

**DATE:** August 15, 2016

**SUBJECT:** Notice of Deadline Extension for Requesters to meet certain requirements.

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Dear Requesters,

Thank you very much for your time and for our recent phone call.

We have reviewed your Request and the information contained therein after receiving it on August 10, and within the five work days set by our policy, we have determined that certain information is still needed in order to file your claim.

Therefore, this notice is to inform you of the **10 work days** deadline you have starting from the day we received your Request until **Tuesday August 30, 2016** to meet the requirements.

We have developed a Requirements Table to help you identify specifically what information we need and why we need it. Among them, we note that the Mechanism is last resort instance and therefore you should first contact the Bank's Management. While you gather the requirements you must initiate contact with them. Here we provide contact details:

1. Establish contact with Bank's Management: The Team Leader of the project “Tietê Várzea Program” (BR-L1296) is Mr. Fernando Orduz ([fernandoo@iadb.org](mailto:fernandoo@iadb.org)) and Dalve Alexandre Soria Alves ([dalves@iadb.org](mailto:dalves@iadb.org)) who work at the IDB Office in Brasília. Please submit your claim with them asking to address your concerns.
2. If you are not able to contact Management or their response is not satisfactory, you can reach out to MICI to complete and file your claim with the missing information.

Similarly we make available a Sample Letter that can assist you, but is not mandatory to follow this format. Both documents are attached.

In the event you are not able to contact Bank's Management or gather the required information before August 30, 2016, the administrative process would be closed. **However, this does not prevent you to refile your Request once you have the missing information.**

Please keep in mind that we can have a phone call at any time to clarify any questions regarding the information requested or about the MICI process. Also, all the information can be found in our website: <http://www.iadb.org/es/mici/mici,1752.html>

Should you have any questions, please do not hesitate to contact me.

Sincerely,