

**GOVERNMENT OF (insert name of country)**

**MINISTRY OF (insert name of ministry)**

**(insert name of project) PROJECT**

**SUPPLY OF XXX FOR XXXX**

**INVITATION TO BID**

The Government of (insert name of country) (GOXX) has received financing from the Caribbean Development Bank (CDB) in an amount equivalent to USDXX mn towards the cost of (insert name of project) Project and intends to apply a part of the funds to cover eligible payments under the Agreement. Payment by CDB will be made only at the request of GOXX and upon approval by CDB, and will be subject, in all respects, to the terms and conditions of the Loan Agreement. The Loan Agreement prohibits a withdrawal from the Loan Account for the purpose of any payment to persons or entities, or for any import of goods, if such payment or import, to the knowledge of CDB, is prohibited by a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations. No party other than GOXX shall derive any rights from the Loan Agreement or have any claim to the proceeds of the Loan.

The Ministry of (insert name of ministry), Project Management Unit, now invites sealed bids from eligible and qualified Bidders for the **Supply of XXX for XX** in Lots **1, 2, 3 and 4** as follows. The bidder may bid for any individual Lot or any combination of Lots.

- (a) Lot 1 - XXXXX
- (b) Lot 2 - XXXXX
- (c) Lot 3 - XXXXX
- (d) Lot 4 - XXXXX

Consideration will be limited to firms or joint ventures of firms which are legally incorporated or otherwise organised in, and have their principal place of business in an eligible country and are either:

- (a) more than 50% beneficially-owned by a citizen or citizens and/or bona fide resident or residents of an eligible country, or by a body corporate or bodies corporate meeting these requirements; or
- (b) owned or controlled by the Government of an eligible country provided that it is legally and financially autonomous and operated under the commercial law of an eligible country and otherwise meets the eligibility requirements of the CDB Guidelines for Procurement (2006).

Eligible countries are member countries of CDB.

Eligible bidders will be required to submit full qualification information with their bids establishing their eligibility to bid and qualification to perform the contract if the bid is accepted. Tender and qualification information are to be submitted in the English Language on the prescribed forms inserted in the Bid Documents. Submissions that do not provide the information required or that do not demonstrate the prospective contractor's ability to perform satisfactorily, will not qualify and will not be considered for further evaluation.

Bid documents will be available for inspection at the **first** address below, from **[insert date]**, on week days between **[insert time]**. A complete set of Bidding documents (can be purchased by interested bidder upon payment of a nonrefundable fee of **[insert amount and delete if no cost]**). Requests may be made by personal application or in writing. Written applications must be clearly marked: **“Request for Bid Documents for the Supply of XXX – XXX Project”**. The method of payment will be by Manager’s cheque or cash deposited to, or Bank transfer to XXXXX payable to XXX. Applicants who request that documents be forwarded to them must submit an account number from a local courier agent that accepts freight collect charges. The documents will be promptly dispatched, but under no circumstance will GOXX or the **Project Management Unit**, Ministry of XXXX, be held responsible for late delivery, loss or damage to the documents.

Hard copies of Bids must be submitted in sealed envelopes, with the name and address of the bidder, and be clearly marked **“Tender for Supply of XXX – XXX Project”** and must be delivered to the **second** address below no later than **[insert time and date]**. Bids will be opened publicly immediately after the deadline for submission of bids, in the presence of Bidders' representatives who choose to attend at the second address below. Qualification information only must be submitted simultaneously to the **third** address below.

Each bid must be accompanied by the required Bid Security in a freely convertible currency **[delete if does not apply]**. Late bids will be rejected.

GOXX/Ministry of XXX reserves the right to accept or reject any bid, and to annul the process and reject all bids, at any time prior to award of contract, without thereby incurring any liability to the affected prospective bidder(s) or any obligation to inform the affected prospective bidder(s) of the grounds for GOXX/Ministry of XXX action. GOXX will not defray any costs incurred by any bidder in the preparation of bids.

1. **Address for Inspection, Collection and Clarification of Bidding Documents**

**[insert]**

2. **Address for Bid Submission and Bid Opening**

**[insert]**

3. **Address for Qualification Information Only**

**[insert]**