

**GOVERNMENT OF XXXXXX**  
**MINISTRY OF XXXXXXXX**  
**XXXX PROJECT**  
**INVITATION FOR BIDS**

The Government of XXXXXX (GOXX) has received financing from the Caribbean Development Bank (CDB) in an amount equivalent to USDXXXX towards the cost of the XXXXXXX (the Project) and intends to apply a portion of the proceeds of this financing to eligible payments under this contract. 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 Financing Agreement. The Financing Agreement prohibits withdrawal from the financing 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 Financing Agreement or have any claim to the proceeds of the Financing.

The Project is being implemented by the Ministry of XXX (XXX) through its XXXX Division (XXX). [name of ministry] has contracted Consultants who will assist the XXX with delivering the Project. The Consultants have prepared designs and contract documentation and will assist in tender administration and evaluation and supervise Project activities.

XXX now invites sealed bids from eligible bidders for XXXXXX. The works include, but are not limited to the following:

[insert details].

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 a 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 do not demonstrate the prospective contractor's ability to perform satisfactorily, will not qualify and will not be considered for further evaluation.

Qualification requirements include, inter alia:

- (a) an average annual turnover (defined as certified payments received for works in progress or completed) within the last **XX** years of at least **XXX** million United States dollars (USD**XX** mn);
- (b) a demonstrable cash flow (including access to credit) of **XXXXXXXXXX** United States dollars (USD**XXXX**); and
- (c) experience as prime contractor in the construction of at least **XXXXXX (X)** assignments of a nature, scope and complexity comparable to the proposed project activity within the last **XXX (X)** years (to comply with this requirement, works quoted should be at least **80** percent complete).

Bidding Documents may be obtained by eligible bidders from the first address below for a non-refundable fee of **[insert cost or amend if no charge]**. Requests may be made by written application including email. Written applications must be clearly marked: **“Request for Bidding Documents for the [insert name of package]”**, along with the name, address and contact information of the bidder for which Bidding Documents are being requested. Payment should be by wire transfer, bank draft or bank guaranteed cheque made payable to: **[insert name or remove if no charge]**

**Information to pay by wire transfer can be obtained from the first address below.**

Applicants who request that documents be forwarded to them must submit an account number from a local courier agent that accepts freight collect charges. Documents will be promptly dispatched, but under no circumstance will **[insert name of government]** or **[insert name of ministry]** or their authorised agent be held responsible for late delivery or loss of the documents so transmitted.

Submissions in sealed envelopes clearly marked **“Bid for the [insert name of package]”**, must be received at the **second** address below not later than **[insert time]** on **[insert date], 20XX**. Bid opening will take place immediately after the deadline for submission at the **second** address below in the presence of bidders representatives who choose to attend. Qualification information **only** must be simultaneously submitted to the **third** address below.

All bids must be accompanied by a Bid Security of **[insert amount words and figures unless agreed not required]**.

**[insert name of government/insert name of ministry]** 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 **[insert name of government/insert name of ministry]** action. **[insert name of government/insert name of ministry]** will not defray any costs incurred by any bidder in the preparation of bids.

[Amend below / above in terms of addresses as appropriate]

1. **Address for Correspondence**

[insert]

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

[insert]

3. **Address for Completed Qualification Information Only**

[insert]