**GOVERNMENT OF *[insert the name of the Recipient]***

***[insert name of the Project]* PROJECT**

***[insert number and identification of lots (contracts) comprising this ITP and reference number]***

**INVITATION FOR PRE-QUALIFICATION OF SUPPLIERS**

The Government of ***[insert the name of the Government and insert in brackets the acronym]*** (GO**\_**) has received financing from the Caribbean Development Bank (CDB) towards the cost of the ***[insert name of the Project]*** Project and intends to apply a portion of the proceeds to eligible payments under this contract[[1]](#footnote-2). Payment by CDB will be made only at the request of ***[GO\_ ]*** 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 ***[GO\_]*** shall derive any rights from the Loan Agreement or have any claim to the proceeds of the Loan.

The ***[insert the name of the Executing/Implementing Agency for this Project]*** is the Executing Agency for the Project, and the ***[insert the name of the competent Ministry for this Project]***, is responsible for the overall implementation of the project. The ***[Insert the name of the Purchaser and indicate its relationship with the Recipient, e.g. a Project Management Unit (PMU) if established, or the Ministry]*** intends to prequalify suppliers ***[insert contract number and/or name, a brief description of the good(s) or equipment to be provided, including quantities, delivery location and other information necessary to enable potential Bidders to decide whether or not to respond to this prequalification. This information may include the essential items listed in the Prequalification Document and also any important or specialised prequalification requirements]*.** It is expected that Invitations for Bids will be issued in ***[insert day, month and year].***

Prequalification will be conducted through the prequalification procedures specified in **[*insert, as applicable, either the Procurement Procedures for Projects Financed by CDB (November, 2019) or the Procurement Procedures for Projects Financed by CDB (January, 2021), as published on CDB’s website]***and is open to all bidders from eligible countries.

Eligible countries are member countries of CDB[[2]](#footnote-3). Bidders are advised to review the relevant eligibility criteria detailed in Section 4 and conflict of interest provisions in Section 5 of the ***[insert either the Procurement Procedures for Projects Financed by CDB (November, 2019) or the Procurement Procedures for Projects Financed by CDB (January, 2021), as published on CDB’s website]***

Firms whether applying individually or in the form of a Joint Venture, shall:

1. be legally incorporated or otherwise organised in, and have their principal place of business in an Eligible Country;

1. be more than fifty (50) percent 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 meeting these requirements, as far as the ownership can be reasonably determined; and
2. shall have no arrangement and undertake not to make any arrangement whereby the majority of the financial benefits of the contract, i.e. more than fifty (50) percent of the value of the contract, will accrue or be paid to sub-contractors or sub-consultants that are not from an Eligible Country.

Pre-qualification requirements will include the following: ***[amend the below as necessary to clearly describe all the pre-qualification requirements relevant for this contract. Delete sections if not necessary. Requirements may include economic and financial capacity, technical capacity, general and specific experience, evidence of compliance environmental and/or social considerations as applicable, evidence of possession of relevant certifications or alternatives where applicable, documentary evidence or other information to be provided to pre-qualify].***

If the bidder is a Manufacturer:

1. experience in the supply of the same or similar goods in the past ***[insert the number of years, e.g. five(5)]*** years and/or evidence of having successfully performed at least ***[insert, if any, the number of similar contracts required]*** similar contract(s) in the past ***[insert the number of years]*** years;
2. a minimum average annual turnover over the last ***[insert the number of years, e.g. five(5)]*** years of ***[insert the currency e.g. United States dollars (US$)]*** dollars ***[insert amount, e.g. million]****;*
3. documentary evidence to demonstrate other specific requirements: ***[insert any document to be provided by the bidder* *if relevant for the assignment in question at this stage of the procurement process, e.g. certifications]***:

If the bidder is not a Manufacturer, but is authorised to offer the goods on behalf of the Manufacturer:

1. the Manufacturer shall demonstrate compliance with the above criteria ***[insert relevant criteria referencing to the above, e.g. criteria a and b]*** and ***[insert, if any, other criteria that the Manufacturer shall satisfy if the bidder is not a Manufacturer]****;*

 (b) experience in the supply of the same or similar goods in the past ***[insert the number of years, e.g. five(5)]***  years to ***[insert the name or category of the purchaser entity(ies), e.g. public entities]*** and/or evidence of having performed at least ***[insert the number of similar contracts required]*** similar contract(s) in the past ***[insert the number of years]*** years.

Interested eligible Applicants may obtain further information from and inspect the Prequalification Documents at the ***[insert the name of the Recipient]*** at the first address below, ***[insert days and time, in local time, when bidders can expect to receive answers to their queries, e.g. Monday to Friday from 8:00 a.m. to 4:00 p.m (XXX time).***

A complete set of the prequalification documents in English may be obtained by interested Applicants through the following means:

* ***[Insert the modality(ies) for bidders to obtain the prequalification documents and indicate any cost to be incurred, if any, e.g. by sending a request to (email of the Purchaser)].***

Prequalification submissions must be in English and must be submitted by ***[insert time]*** hours, local time.

***[Indicate modality(ies) for submitting prequalification information, e.g. there are two options for***  ***prequalification information. These are]***:

(a) ***[delete if not applicable or adjust with the relevant information. By electronic submission to the email address indicated in the first address below. The “Subject” field of the email message must read: “Application to Prequalify for the XXXX, Ref. No. XXXXX”. The submission will be deemed to have been received at the time that it is received by XXX. The burden of proving receipt of the e-mail will be on the applicant and will not be met solely by a read receipt or sent items report generated by the bidder’s computer.; or]***

(b) One original and three hard copies in a sealed envelope to the second address below. The sealed envelope containing each submission must include the name and address of the applicant and be clearly marked ***“[Insert the name and reference number of the assignment, e.g. Application to Prequalify for the XXXX, Ref. No. XXXXX]”***

***[Add name of the Purchaser]*** reserves the right to accept or reject late applications ***[AMEND AS PER 18.1 OF PREQUALIFICATION DATA SHEET]*** or to cancel the prequalification process. ***[Add name of the Purchaser]*** will not be bound to assign any reason for not pre-qualifying any applicant and will not defray costs incurred by applicants in the preparation and submission of the pre-qualification documents.

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| (1) ***[Add name and contact information of the Purchaser]*** | (2) Caribbean Development Bank   Tel: (+1 246) 539-1600    **Email**: procurement@caribank.org  |

1. If prequalification is being invited for more than one contract, describe each contract and indicate whether Applications may be made for prequalification for one or more of the contracts. [↑](#footnote-ref-2)
2. Occasionally contracts may be financed out of special programs that would further expand or restrict eligibility to a particular group of member countries. When this is the case, it should be mentioned in this paragraph. [↑](#footnote-ref-3)