**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 receivedfinancing 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[[1]](#footnote-1).

1. Lot 1 - XXXXX
2. Lot 2 - XXXXX
3. Lot 3 - XXXXX
4. Lot 4 - XXXXX

Firms whether bidding 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.

Eligible countries are member countries of CDB[[2]](#footnote-2).

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 non‑refundable fee[[3]](#footnote-3) 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 [insert “Bid Security” or “Bid-Securing Declaration,” as appropriate] of [insert amount and currency in case of a Bid Security]. [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]

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

[insert]

1. **Address for Qualification Information Only**

[insert]

1. where Bids are called concurrently for multiple lots. Add the following text: “Bidders may Bid for one or several lots, as further defined in the bidding document. Bidders wishing to offer discounts in case they are awarded more than one contract will be allowed to do so, provided those discounts are included in the Letter of Bid.” [↑](#footnote-ref-1)
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-2)
3. The fee chargeable should only be nominal to defray reproduction and mailing costs. An amount between US$50 and US$300 or equivalent is deemed appropriate. [↑](#footnote-ref-3)