**GOVERNMENT OF XXXXXX**

**MINISTRY OF XXXXXXX**

**XXXX PROJECT**

**INVITATION FOR BIDS**

The Government of XXXXX (GOXX) has received financing from the Caribbean Development Bank (CDB) in an amount equivalent to USDXXXX towards the cost of the **XXXXXX** (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 XXXXX. The works include, but are not limited to the following:

[insert details].[[1]](#footnote-1)

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 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 (USDXX mn);

(b) a demonstrable cash flow (including access to credit) of XXXXXXXXX United States dollars (USDXXXX); and

(c) experience as prime contractor in the construction of at least XXXXX (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[[3]](#footnote-3) 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 [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.

[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** | 2. | **Address for Bid Submission and Bid Opening** |
|  | [insert] |  | [insert] |
| 3. | **Address for Completed 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)