

Sample Form - Invitation for Bids (IFB)

Note: Given below is a sample form that can be used in inviting bids for procuring of goods. All the information given is not relevant for each procurement. The Purchaser is required to select only the applicable information or modify such information to suit. The information marked as “*” is required only for procurement funded by a foreign funding agency.

[insert: name of Procuring Entity (if relevant name of Ministry)]

*[insert: name of Project] - [insert: loan / credit number]**

[insert: Title of Contract & Contract (Bid) Number]

- 1.* The Democratic Socialist Republic of Sri Lanka *[has received/has applied for/intends to apply for]* a *[loan/credit]* from the *[insert name of the foreign funding Agency]* toward the cost of *[insert name of Project]*, and it intends to apply part of the proceeds of this *[loan/credit]* to payments under the Contract for *[insert name/no. of Contract]**
2. The Chairman *[insert CAPC/MPC/DPC/PPC as appropriate]* on behalf of the *[insert name of Procuring Entity]* now invites sealed bids from eligible and qualified bidders for *[insert brief description of the Goods to be procured]*.
[A brief description of the type(s) of Goods should be provided, location of project, and other information necessary to enable potential bidders to decide whether or not to respond to the Invitation Bidders specific experience or capabilities require should also be included in this paragraph. The delivery period is [insert no. of days/months/years or dates also should be inserted].
4. Bidding will be conducted through *[insert the method of procurement]*
5. Interested eligible bidders may obtain further information from *[insert name of Procuring Entity; insert name and e-mail of officer in charge]* and inspect the Bidding Documents at the address given below *[state address at end of this ITB]* from *[insert office hours]*.⁶
6. Qualifications requirements include: *[insert a list of key technical, financial, legal and other requirements]*. A margin of preference for eligible locally produced goods offered *[insert “shall” or “shall not” be applied, as appropriate]*. Additional details are provided in the Bidding Documents.
7. A complete set of Bidding Documents in English language may be purchased by interested bidders on the submission of a written application to the address below *[state address at the end of this ITB]* and upon payment of a non refundable fee *[insert amount of currency in Rupees]* or in *[insert amount in specified convertible currency]*. The method of payment will be *[insert method of payment]*.
8. Bids must be delivered to the address below *[state address at the end of this ITB]* at or before *[insert time and date]*. Late bids will be rejected. Bids will be opened in the presence of the bidders’ representatives who choose to attend in person or on-line at the address below *[state address at end of this ITB]* at *[insert time and date]*. All bids must be accompanied by a *[insert as appropriate, either “Bid Security Declaration” or “Bid-Security,” of (insert amount in local currency or an equivalent amount in a freely convertible currency)]*
9. **The address(es) referred to above is(are): [insert detailed address(es) including Name of the Procuring Entity, designation, name of Officer, address, fax number etc.**

1. A brief description of the type(s) of Goods or Works should be provided, including quantities, location of Project, and other information necessary to enable potential bidders to decide whether or not to respond to the Invitation. Bidding Documents may require bidders to have specific experience or capabilities; such requirements should also be included in this paragraph.

2. *[Insert: “the delivery/installation period is [insert no. of days/months/years or dates”].*

3. For example, 09.00AM to 5.00 PM.

4. The fee, should defray the printing and mailing/shipping costs); it should not deter competition.

5. The amount of Bid Security should be stated as a fixed amount or as a minimum percentage of the Bid Price. Alternatively, if a Bid Security or a Bid-Securing Declaration is not required (often the case in supply contracts), the paragraph should so state.

6. The office for Bid Opening may not necessarily be the same as that for inspection or issuance of documents or for Bid Submission. If they differ, each address must appear at the end of paragraph 7 and be numbered; as, for example, (1), (2), (3). The text in the paragraph would then refer to address (1), (2), etc. Only one office and its address may be specified for submission of bids, and this location should be as close as possible to the place where bids will be opened to shorten the time between Bid Submission and Bid Opening.