**PR 008 - Sample Form -Invitation for Bid (IFB)**

Given below is a sample form that can be used in inviting bids for procuring of goods/works. All the information given is not relevant for each procurement. The [CSO’s Name] 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.

Democratic Socialist Republic of Sri Lanka\*\* (\*\*only for ICB contracts) Invitation for Bids (IFB)

[insert: name of Procuring Entity [CSO’s Name]

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

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

1\*. This Invitation for Bids follows the General Procurement Notice for this Project that appeared in [insert name of publication], issue no. [insert number] of [insert date].

2.\* 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]\*

3. The Chairman [insert CPC/EPC 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 or Works to be procured].

[In the case of works estimated cost shall be indicated for goods contracts the estimated cost of each lost shall be indicated wherever possible. A brief description of the type(s) of Goods or Works should be provided, including major quantities, 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/construction 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. 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)