

Class Assignment: Draft an Invitation For Bid (IFB)

Project Appraisal Document (PAD)

Introduction: Your Organization's brief profile, accomplishments and future goals

Scope of Activity: Procurements out of the four quadrants of the Strategic Procurement Plan.

IFB Requirements: The procurement of intended products and/or services will be done through (Procurement Mode), for the bidders who have previously performed work of (%) scalability and/or at least (%) of the Bid amount in the last (years) years.

The bidder should submit a Bid Security of (%) of the Bid amount in the form of (Name of readily encashable financial instrument) from a scheduled bank. The bidders are requested to give their best and final price as no negotiation on price will be accepted.

The Standard Bidding Documents can be downloaded from (organizational web address) or may be collected from (Office Address) from (Office timings) on all working days except Saturdays & Sundays from _____ to _____ (optional) till (time and date).

A Pre-Bid meeting will be held on _____, 201X at (time) at (Venue). Bidders are strongly encouraged to attend the Pre-Bid meeting alongwith the Standard Bidding Documents.

Bid submission time and date is at 11 am on _____, 201X. Bid opening time is 11:30 AM on the same date in the presence of the bidders or their representatives at the (address).