

BID INVITATION TEMPLATE

Invitation No.: _____ Project: _____

Issuer Information:

Company Name: _____

Address: _____

Contact Person: _____

Phone/Email: _____

Bid Details:

Bid Reference Number: _____

Description of Goods/Services: _____

Bid Submittal Location: _____

Bid Submission Deadline: _____

Bid Opening Location: _____

Instructions to Bidders:

1. Bidders shall submit their bids in sealed envelopes clearly marked with the Bid Reference Number and Project name.
2. Bids must be received by the Bid Submission Deadline at the location specified above.
3. Late bids will not be accepted or considered.
4. Bidders are responsible for ensuring that all documentation, including required forms and certifications, are included.
5. Any questions regarding this Bid Invitation must be submitted in writing to the contact person listed above.
6. The Issuer reserves the right to accept or reject any or all bids, to waive informalities, and to award the contract in the best interest of the Issuer.
7. This Bid Invitation and any subsequent contract are governed by the laws of the United States and applicable state law.

Bid Evaluation Criteria:

Bids will be evaluated based on the following criteria: - Compliance with bid requirements and specifications - Price competitiveness - Delivery schedule and lead times - Bidder's qualifications and experience - Warranty and after-sales support - Financial stability and references - Any other factors deemed relevant by the Issuer

Contract Terms and Conditions:

1. The successful bidder will be required to enter into a formal contract with the Issuer incorporating this Bid Invitation and bidder's proposal.
2. The contract shall be governed by and construed in accordance with the laws of the United States and the relevant state jurisdiction.
3. Compliance with all applicable federal, state, and local laws, regulations, and ordinances is mandatory.
4. The Issuer reserves the right to terminate the contract for cause or convenience with written notice.
5. Insurance requirements, performance bonds, and other securities may be required as specified in the contract.
6. Confidentiality of all proprietary information exchanged during the bidding and contract performance must be maintained.
7. Any disputes arising under the contract shall be resolved by arbitration or litigation within the jurisdiction stated herein.

Bid Submission Checklist:

- Completed and signed bid form
- Bid security (if required)
- Technical specifications and literature
- Proof of qualifications and licenses
- References and past performance documentation
- Any other documents specified in this bid

Important Notices:

The Issuer does not bind itself to accept the lowest or any bid submitted. Bidders shall bear all costs associated with the preparation and submission of their bids. All bids and supporting documents become property of the Issuer upon submission.

AUTHORIZED SIGNATORY (ISSUER)

BIDDER'S AUTHORIZED SIGNATORY

Signature: _____

Signature: _____

Original source of this document:

<https://docs-business.com/bid-invitation-template/>

Did you find this template helpful?

Find more updated templates at:

<https://docs-business.com/>

[View more templates](#)

This template is intended exclusively for personal, non-commercial use.
If distributed or published, the source must be mentioned.

This template is provided for guidance only and does not constitute legal advice.
It is recommended to consult a legal professional for each specific case.