

**Lao People's Democratic Republic**

Peace Independence Democracy Unity Prosperity

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Name of Ministry/Province/Organizations

Name of Procuring Entity

Name of Project

Reference No. Date:

Invitation for bids [For National Budget]

1. ***[The Procuring Entity]*** invites sealed bid from interested and qualified bidders to ***[Insert brief description of the Non Consulting Services to be procure].*** The delivery period is *[Insert date]*. *(If contract is constituted of Lot(s), insert No. in this paragraph).*

2. Bidding will be conducted through the open bidding procedures specified in the in Public Procurement Law and Instruction for the Implementation of Law.

3**.** This Procurement is open to all eligible bidders.

1. Interested eligible bidders may obtain further information **from *[insert complete legal name of the Procuring Entity; Name and e-mail of officer in charge]*** and inspect tender Documents at the address given below ***[State address]***from ***[Office Hours****].*

5. A complete set of the Bidding Documents in the Lao Language may be purchased by interested bidders on the submission of a written application to the address below beginning ***[date]*** and upon payment of non-refundable fee ***[insert amount in Kip****]* or its equivalent other currency. The method of payment shall be ***[in cash or cashier’s check]*.**

6. Bids must be delivered to the address below at or before ***[insert the same time and date as the deadline, place for bid submission].***Electronic bidding will not be permitted. Late bids will be rejected and returned unopened to the bidders. All bids will be opened at ***[insert the same time and date as the deadline, place for bid submission]*** in the presence of the Tender Committee and the Bidders representatives who choose to attend at address below.

7. All bids must be accompanied by a Bid-Securing Declaration or a Bank Guarantee of at least 2% of the bid price.

8. The address(es) referred to above is(are): *[insert detailed address(es)]*

[*insert name of office, room number*]

Attn: [*insert name of officer & title*]

[*insert postal address and/or street address*]

[*insert postal code, city, country*]

Tel: [*include the country and city code*]

Fax: [*include the country and city code*]

E-mail: [*insert electronic address if electronic bidding is permitted*]

Web site:

 Signature of authorized person and stamp