Resource Guide

In order to help bidders understand and successfully participate in our tender process, this Resource Guide provides important information and supporting documents.

1. Tender Documents

Access all relevant tender documents, including:

- Invitation to Tender (ITT)

- Request for Proposal (RFP)

- Bill of Quantities (BOQ) (if applicable)

- Technical Specifications

- Scope of Work (SOW)

- Financial Proposal Template

- Required Forms & Declarations

- Evaluation Criteria

- Contract Terms & Conditions

2. Procurement Policy

To learn about our requirements for accessibility, fairness, compliance, and ethical conduct, review our procurement policy.

3. Code of Conduct

All bidders must comply with our Code of Conduct, including anti-corruption, safeguarding, and conflict-of-interest requirements.

4. Submission Guidelines

Before submitting your bid, ensure that you:

- Follow the prescribed format

- Attach all required documents

- Meet eligibility criteria

- Submit before the stated deadline

Late or incomplete submissions may be rejected.

5. How to Write an Effective Tender

Step 1: Read the Instructions Carefully

- Note submission deadline

- Check eligibility criteria

- Understand evaluation method

Step 2: Prepare Required Documents

- Company registration certificate

- Tax clearance certificate

- Financial statements

- Company profile

- References or past performance

Step 3: Technical Proposal

- Demonstrate understanding of the project

- Outline methodology

- Include timelines

- Highlight team qualifications

Step 4: Financial Proposal

- Detailed cost breakdown

- Clear pricing structure

- Taxes and additional costs specified

6. Tender Evaluation Criteria

Most tenders are evaluated based on:

- Compliance (mandatory documents)

- Technical capability

- Experience

- Financial capacity

- Price competitiveness

7. Contact Information

For clarification on any purchase opportunity, please contact our Procurement Team via the formal communication method specified in the tender notice.

8. Common Errors to Avoid

- Missing deadline

- Incomplete documentation

- Ignoring formatting instructions

- Underpricing unrealistically

- Failing to follow submission guidelines