

BELIZE PROCUREMENT WEEK
November 4th – 8th 2024

DESCRIPTION	CHECKLIST
1. ARTICLE OF INCORPORATION OR DOCUMENTS OF CONSTITUTION / LEGAL ENTITY	Choose an item.
2. COMPLIANCE WITH NATIONAL LAW ○ Belize Tax Service (BTS) Good Standing Certificate: Valid for six months. ○ Belize Companies and Corporate Affairs Registry (BCCAR) Good Standing Certificate: Valid for one calendar year. ○ Social Security Board (SSB) Good Standing Certificate: Valid for six months.	Choose an item. Choose an item. Choose an item.
3. SIGNED LETTER OF BID	Choose an item.
4. SIGNED PRICED BILL OF QUANTITIES	Choose an item.
5. POWER OF ATTORNEY	Choose an item.
6. BID SECURITY OR SIGNED BID VALIDITY DECLARATION	Choose an item.
7. CORRECT CURRENCY FOR BID AND BID SECURITY	Choose an item.
8. TECHNICAL DOCUMENTATION COMPLETED	Choose an item.
9. FINANCIAL DOCUMENTATION COMPLETED ○ Annual Turnover ○ Three (3) Years Financial Statement	Choose an item. Choose an item.
10. COMPLIANCE WITH AMENDMENTS	Choose an item.
11. SUBMITTED DOCUMENTS ARE MARKED CORRECTLY (E.G., "ORIGINAL" AND "COPIES").	Choose an item.
12.	Choose an item.
13.	Choose an item.

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A. Checklist for Bid Submission

1. Eligibility

- Confirm eligibility based on nationality, financial standing, and other criteria.
- Ensure there are no conflicts of interest.

2. Site Visit (if applicable)

- Attend the site visit organized by the Employer (if mandatory or recommended).

3. Take Note of The Deadline

- Submit the bid by the specified deadline date and time.
- Ensure all modifications, substitutions, or withdrawals of the bid follow the outlined procedures.

B. Bid Preparation

4. Bid Preparation

- Include all required documents:
 - Signed Letter of Bid.
 - Signed Priced Bill of Quantities or Priced Activity Schedule (depending on contract type).
 - Qualifications and other required information as per ITB Section IV.
 - Code of Conduct and Management Strategies for Environmental, Social, Health, and Safety (ESHS) risks.

2. Bid Security or Signed Bid Validity Declaration

- Ensure bid security is provided if required, in the specified format and amount.
- Confirm that the bid security validity period meets the requirements (28 days beyond bid validity period).

3. Technical and Financial Documentation

- Include all technical specifications, drawings, and other documents as required in the bidding forms.
- Complete and sign all financial forms as specified in the ITB, including currency specifications and exchange rates.

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4. **Qualification Criteria**

- Ensure compliance with criteria such as:
 - Annual billing of construction work.
 - Experience in works of similar nature and size.
 - Availability of essential equipment and key personnel.
 - Financial ratios and adequacy of working capital.

5. **Submission Format**

- Prepare and seal the bid as per instructions, ensuring all copies are marked correctly (e.g., “ORIGINAL” and “COPIES”).
- Include a digital copy if required.
- Ensure proper format and signing of all pages of the bid.

6. **Compliance with Amendments**

- Acknowledge and incorporate any amendments or addenda to the bidding document issued by the Employer.

7. **Submission Method**

- Choose the correct method for submission (mail, hand, or electronic) as specified.
- Address the bid package correctly and include a warning not to open before the designated time.

8. **Bid Opening**

- Be aware of the date, time, and place for the public bid opening (if attending is allowed or required).

C. Evaluation

9. **Response to Clarifications**

- Respond to any requests for clarification from the Employer promptly and accurately.

D. Awarding

1. **Letter of Acceptance**

2. **Beneficial Ownership Disclosure Form**

3. **Signing of the Contract**

4. **Performance Security/ Performance Bond**

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- Prepare performance security to be submitted upon receiving the letter of acceptance.

5. **Bank Guarantee for Advance Payment**

- Advance Payment is usually around 10% of the Contract Price, payable upon or shortly after contract signature.