



Mekong River Commission For Sustainable Development

INVITATION FOR PREQUALIFICATION

Procurement Ref. No. [Title of Assignment]
[Brief description of goods/works]

The Mekong River Commission (MRC) has set aside funds in its budget toward the cost of the [insert name of project], and it intends to apply part of the proceeds toward payments under the contract for [insert brief description of contract]. MRC intends to prequalify contractors and/or firms for [insert contract number and/or name, a brief description of the type(s) of goods or works to be provided, including quantities, location and other information necessary to enable potential bidders to decide whether or not to respond to the invitation]. It is expected that invitations to bid will be made in [insert month and year].

Prequalification will be conducted through the procedures as specified in the MRC Procurement Manual available from www.mrcmekong.org.

Interested eligible bidders may obtain further information, and inspect the prequalification documents at the address below during office hours [insert office hours if applicable, i.e. 09:00 to 17:00 hours]. A complete set of prequalification documents in [English] may be purchased by interested bidders on the submission of a written application to the address below and upon payment of a nonrefundable fee of [insert amount in US\$]. The method of payment will be [insert method of payment]. The document will be sent by [insert delivery procedure].

Applications for prequalification should be submitted in clearly marked envelopes and delivered to the address below by [insert time] on [insert date]. Late applications will be rejected.

Mekong River Commission Secretariat

Attn: [insert OSP or OSV as appropriate]

[insert name of officer & title]

[insert postal address and/or street address]

[insert postal code, city and country]

Tel: [include the country and city code]

Fax: [include the country and city code]

E-mail: [insert email address of receiving officer]

Web site: www.mrcmekong.org