



## Participation / Invitation to tender

1. The Contracting Norms and Procedures of Refineria Isla Curaçao B.V. apply for all invitations to tender.
2. Invitations to participate in a tender process are published in the local newspapers and on this website <http://www.refineriaisla.com/main/services>.
3. Upon publication of the announcement contractors interested to participate in the tender process must submit a participation notice in the form of a letter with their own letterhead, including name of the company, contact person, telephone & fax number and email address (if available).
4. The participation notice has to be submitted in a sealed envelope with either a wet-stamped company logo or signature over the edge of the seal in such a manner that confidential handling of its content is guaranteed.
5. The sealed envelope should indicate the purchase requisition number and the title of the work as mentioned in the press announcement.
6. Sealed envelopes related to newspaper announcements should be submitted in the "Participation Notice Box" located outside the Security Office Building at Post 7, or in the Contractor's Box outside the Contractors Administration Department at the Head Office, by 10:00 am of the submittal date of participation notice at the latest.
7. Envelopes that do not comply with the above will be declared invalid and returned to the sender.
8. Envelopes received after the submittal dead line will also be returned to the sender.
9. If a contractor requires additional information regarding the tendering process he can contact the responsible person(s) mentioned in the press announcement.
10. These invitations to participate apply to registered contractors at Refineria Isla Curaçao B.V. unless otherwise indicated.