



Bidding Process / Bidding instructions

1. Only contractors registered for the specific services being contracted out can participate in a specific bidding process, unless otherwise indicated.
2. Contractors are invited to submit a bid via a Request for Quotation (RFQ) emitted by Refineria ISLA Curaçao B.V.
3. The top part of the first sheet of the RFQ has to be securely affixed on the envelope in which the bid is enclosed.
4. The envelope containing the bid should be sealed 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. Said envelope with enclosed bid has to be deposited in the box outside Contractors Administration Department at the Head Office, by 10:00 am of the submittal date of bids at the latest.
6. Bids received after this deadline are invalid and will not be handled and returned to the sender.
7. Nonattendance to a job walk might be considered basis for disqualification.
8. Bids should clearly indicate the offered amount in figures and in text on the RFQ supplied by Isla on the corresponding page.
9. Bids should clearly indicate the currency in which the offer is submitted.
10. Bids should be duly signed by the contractor's representative authorized to commit the company at the offered amount.
11. The page of the RFQ which mentions the total bid amount should have a wet stamp or other identification of the company submitting the bid.
12. If enclosed, update Excel file on CD or memory stick and return together with the bid in the sealed envelope.
13. Quotations should be in compliance with the wage increase approved by Refineria Isla Curaçao B.V. as per letter with reference HRM-044/13 dated August 30, 2013, if applicable.
14. Any additional document submitted besides the RFQ should duly indicate the name of the company which is submitting the documents and the RFQ number.
15. In case a contractor decides not to participate in the tender process for which he has shown interest and / or has been invited to bid, he must send a letter informing that he declines. This letter has to be submitted in a sealed envelope on which the top part of the first sheet of the RFQ has been securely affixed, by 10:00 am of the submittal date of bids at the latest.