

**PUBLIC PROCUREMENT
BID PREPARATION AND SUBMISSION WORKSHOP**

Date: Thursday, 28th February 2019

Time: 2:00pm to 4:00pm

Venue: Teachers' Resource Center (TRC)

The Procurement Office will be hosting a Bid Preparation and Submission Workshop on Thursday, 28th February 2019 from 2:00pm to 4:00pm. You are invited to participate in these discussions which will take place at the Teachers' Resource Center (TRC) which is located on the second floor of the Library.

The objectives of the workshop are to:

- a) Provide a better understanding of the bid documents;
- b) Improve understanding of, and thus adherence to, the bid submission requirements;
- c) Facilitate discussion, build relationships and understanding between the Procurement Function within Government of Anguilla and stakeholders so as to improve the procurement function;

The draft Agenda for the workshop is shown below:

- ☞ Overview of the procurement process
- ☞ Responsibility – tax clearance, business licenses, record of performance, resources, etc
- ☞ Submission requirements and deadlines
- ☞ Single envelope vs. double envelop process
- ☞ Bid return forms, addenda and responses
- ☞ Any other business

You may indicate your attendance and/or suggest additions to the Agenda via email using procurement.mailbox@gov.ai or by calling (264) 497 2547.