



BRIDGE

External User Guide

Table of Contents

1. Introduction	2
2. Registering.....	3
3. Completing your profile.....	11
Creating an Individual Consultant (IC) Profile	12
Creating a Company Consultant Profile.....	20
Activating Profiles	27
4. Reviewing procurement opportunities.....	28

1. INTRODUCTION

BRIDGE is CDB's online vendor registry and procurement portal. Registered users can:

1. Create and maintain either Individual or Company profiles or both.
2. Access the CDB Procurement Opportunities Database (PPRD) to view procurement opportunities related to both CDB Corporate Procurement and Projects financed by CDB and executed by its Borrowing Member Countries (BMCs).
3. Identify and receive notifications of current and upcoming procurement opportunities aligned with their selected areas of interest.
4. Save and follow relevant opportunities of interest.
5. Access to procurement-related information, including Procurement Plans, General Procurement Notices (GPNs), and contract award notices.

BRIDGE aims to strengthen engagement between CDB, project beneficiaries, and the private sector by improving visibility of procurement opportunities, facilitating market access for suppliers and consultants, and supporting better market analytics to enhance development outcomes

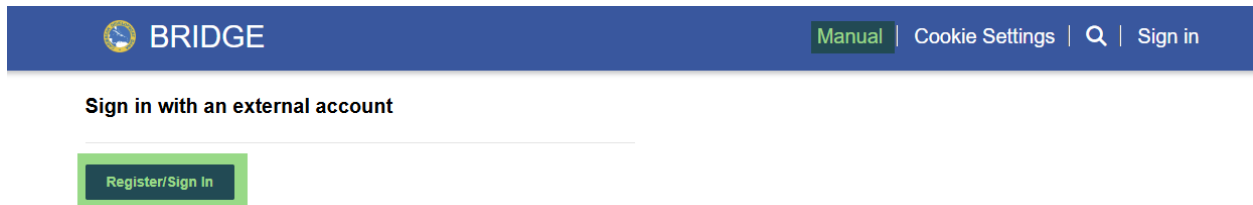
2. REGISTERING

To access the BRIDGE application, the user must first register.

The Register/Sign In web page can be found using the following URL:

<https://www.bridge.caribank.org>

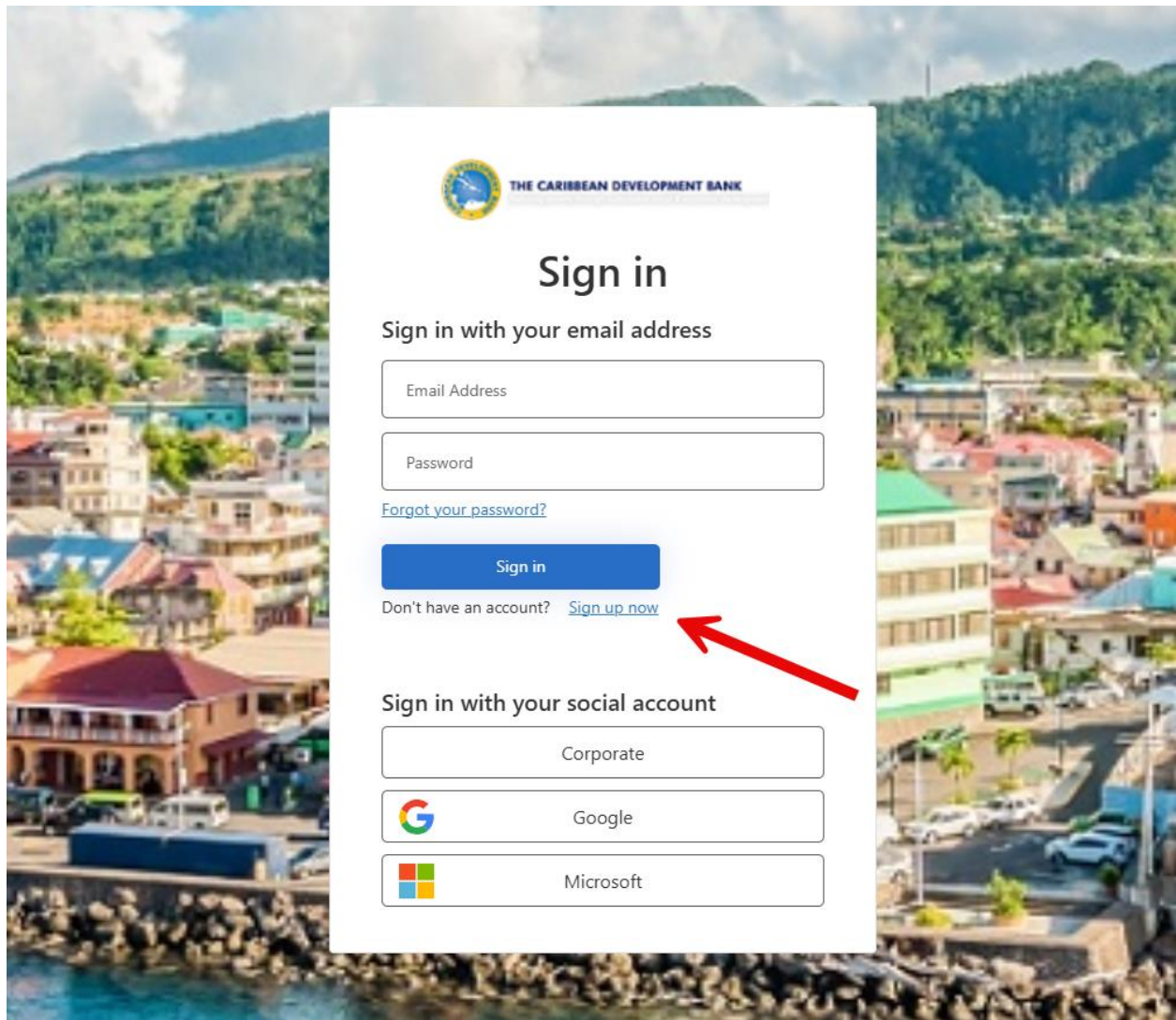
The URL will direct the user to the following Register/Sign On page. If accessing the page for the first time, the user will need to accept some or all the cookies.



The user would use the Register/Sign in button to start the registration process.

The User Guide is available via the Manual menu item. The User Guide can help the user navigate through the registration process and then with setting up their profile.


The user would then be presented with the following page. The recommended path for registering is to use the “Sign up now” link



This will take the user to the Verification Page where the user will be prompted to: -

1. Enter an email address. This email will be used by the system for all communication (now and in the future) and can only be changed by the CDB support team. When registering a company profile, the recommendation is to use an administration email not tied to a specific user.
2. Reenter the reCAPTCHA verification code displayed
3. Request a verification code to be sent to the supplied email.

< Cancel




THE CARIBBEAN DEVELOPMENT BANK

User Details

Email Address *

 1

Help us beat the bots *



🔊 ↻

 2

Send verification code 3

The email recipient will receive an email with the verification code.



Microsoft on behalf of Caribbean Development Bank B2C
msonlineserviceteam@microsoftonline.com

Date:
17-04-2026 10:39:57

Subject: Caribbean Development Bank B2C account email verification code

Caribbean Development Bank B2C account email verification code

Verify your email address

Thanks for verifying your `jilion356@sixoplus.com` account!

Your code is: 136068

Sincerely,
Caribbean Development Bank B2C

The user would copy the code from the email and: -

1. Enter it into the resulting page and,
2. Ask the system to verify the code.

< Cancel

THE CARIBBEAN DEVELOPMENT BANK

User Details

Verification code has been sent to your inbox. Please copy it to the input box below.

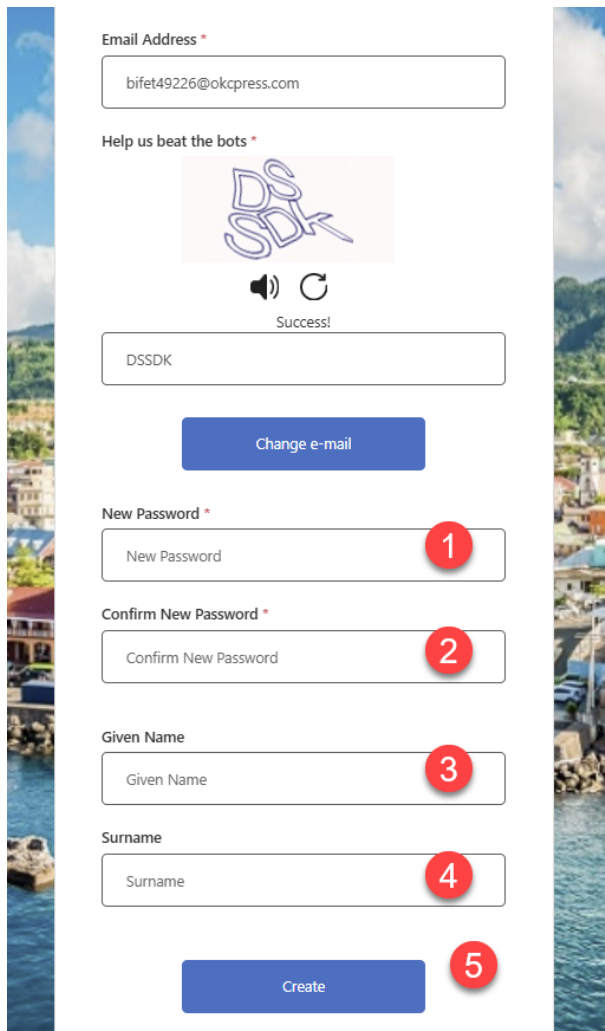
Email Address *

Verification Code *

 1

If verification is successful, the user can proceed with the rest of the registration process by: -

1. Providing a password. The password must be between 8 and 64 characters long. It must include at least 3 of the following: -
 - a. A lower case
 - b. An upper case
 - c. A digit
 - d. A symbol
2. Verifying their password
3. Providing a first name
4. Providing a last name
5. Selecting the create button



The image shows a registration form with the following fields and elements:

- Email Address ***: Input field containing "bifet49226@okcpress.com".
- Help us beat the bots ***: A CAPTCHA challenge showing the letters "DS" and "SDK" in a stylized font. Below it are a speaker icon, a refresh icon, and the text "Success!".
- Change e-mail**: A blue button.
- New Password ***: Input field with a red circle containing the number "1" to its right.
- Confirm New Password ***: Input field with a red circle containing the number "2" to its right.
- Given Name**: Input field with a red circle containing the number "3" to its right.
- Surname**: Input field with a red circle containing the number "4" to its right.
- Create**: A blue button with a red circle containing the number "5" to its right.

At this point, the system will ask you to verify a second time.

< Cancel



THE CARIBBEAN DEVELOPMENT BANK

User Details

Verification is necessary. Please click Send button.

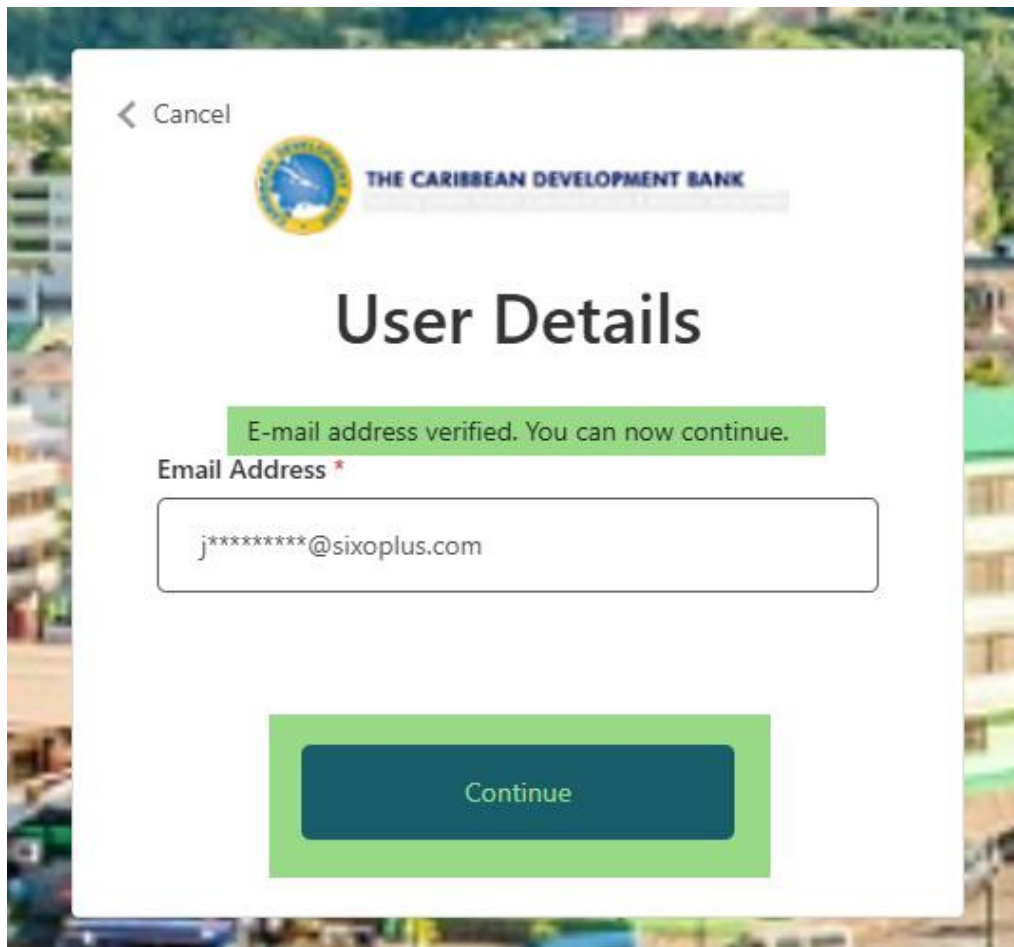
Email Address *

j*****@sixoplus.com

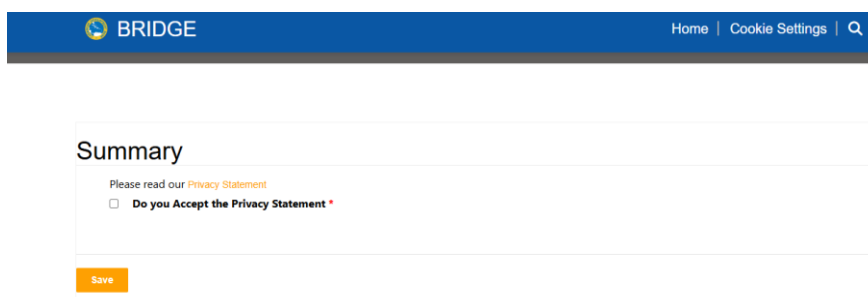
Send verification code

Continue

A second email will be sent with a new code that must be entered into the prompt field. When the second code is successfully verified, the user will have completed the Portal Registration process.



To proceed to the BRIDGE home page, the user will be prompted to accept the Privacy Statement.



The Bridge Home page provides the user with three options

1. Access to the My Profile page to create and maintain their Individual Consultant or Company profile
2. Access to the My Procurement Opportunities to view active and historical procurement notices for
 - a. Procurement Opportunities
 - b. General Procurement Notices
 - c. Procurement Plans
 - d. Contract Award Notices
3. Clicking on the Tools and Resources will open a new window directed to the CDB website page that provides information on policy and procedures governing project procurement under grants and loans financed by CDB.
4. The user can also access the user guide for BRIDGE.

The screenshot displays the BRIDGE user interface. At the top, a dark blue navigation bar contains the BRIDGE logo on the left and the text "Manual 4 ne | Cookie Settings | Q | James Stuart II" on the right. Below the navigation bar, there are three main content boxes, each with a blue icon and a red circle containing a number:

- My Profile** (1): Create and manage your BRIDGE profile, including your information, areas of expertise, and experience.
- My Procurement Opportunities** (2): View available procurement opportunities and notices; save relevant ones to your profile and receive updates on active processes and invitations to participate.
- Tools & Resources** (3): Access guidance, templates, and key resources; support your participation in CDB procurement processes and improve the quality of your submissions.

3. COMPLETING YOUR PROFILE

Users can create one Individual Consultant (IC) Profile and one or more Company Profiles. When a Profile is created, it will have an initial status of Preparation. Once the user has completed inputting their information (including uploading required documents), the user can activate the Profile.

Only active Profiles will trigger email notifications and only if the user has elected to receive them.

The system will monitor access to the Profile record. If the Profile has not been accessed for eight months, the user represented by the registering email will be notified to sign in and review their profile. This email will be repeated weekly until the system detects that the Profile record has been accessed.


If the Profile record has not been accessed for twelve months, the status of the Profile record will be set back to Preparation and thus will no longer qualify for email notifications.

Creating an Individual Consultant (IC) Profile

To create an IC profile, the user should select the Create button on the Individual Consultant Profile grid.

 Individual Profile

Create Individual Profile

First Name	Last Name	Primary Email	Profile Status
 No individual profile created yet. Click Create to add your profile.			

The user will then be shown the main screen for an IC Profile. Fields with the red * are required fields and must be populated before the user can save the record.

Home > Individual Consultant Profile

First Name: James Last Name: Stuart II Primary Email: nefora4736@gzeos.com

Consultant Details

Profile Type *

Individual Consultant

Phone Number *

+1 720 456 8888

Nationality *

United States of America

Alternative Email

Additional Details

Country of Legal Residence

Barbados

English Proficiency

Fluent

Additional Languages

Spanish

Consultant Primary Address

Address 1 *

101 Chelsea Rd

Address 2

Town/City *

Bridgetown

State/Province

PostCode/Zip

Country *

Barbados

Save

Once the user saves the record the user will have: -


- access to add additional nationalities and addresses via the grids on the General Tab
- access to add data to the other tabs on the Profile.

Areas of Interest and Expertise Tab


The Areas of Interest and Expertise allows the user to select one or more Countries, Sectors/Themes and Business Areas. These selections can be used to filter email notifications of new Procurement Opportunities when they are published.

By default, email notifications are enabled (1) and filtering on Country (2), Sector (3) and Business Areas (4) are disabled. The user can adjust these to suit their needs.


Preferred CDB Project Country Locations

 Select the countries or procurement categories where you are interested in working and receiving notifications.


Name ↑

Barbados 


Preferred CDB Project Sectors/Themes

 Select the sectors or project themes that match your expertise and interest.


Name ↑


Education 

Business Areas


 Select your core areas of expertise and any related sub-areas and indicate your years of experience. This will help match you with relevant procurement opportunities and notifications.

Automatic Notification of new Procurement Opportunities


 Choose whether to receive alerts and select which criteria should be used to trigger them.

Enable Automatic Notification 


No Yes

Country 

No Yes

Sector 

No Yes

Business Areas 

No Yes

Qualifications Tab

The user can elect to add one or more Qualifications and one or more Certificates / Licensees.

Qualification Form

Create ×

Profile ID *
ROCS36

Qualification Name * <input type="text" value="Bachelor of Business"/>	School * <input type="text" value="Barbados College of Higher Education"/>	Country * <input type="text" value="Barbados"/> × Q
Qualification Type * <input type="text" value="Bachelor's"/> ▼	Field of Study <input type="text" value="Major in IT"/>	<input type="checkbox"/> Currently in progress
Start Date * <input type="text" value="1/1/2013"/> 📅	End Date * <input type="text" value="12/31/2017"/> 📅	Grade <input type="text" value="Honors"/>

Certificate/License Form

Profile ID
ROCS36

Type *
 ▼

Name *

Issuing Organisation *

Country *
 Q

Issue Date *
 📅

Expiration Date
 📅

Experience Tab

The user can elect to add one or more work experience records under the Experience Tab.

Profile ID

ROCS36

Title *

e.g. Procurement Specialist

Company / Client *

e.g. Ministry of Finance / ABK

Start Date *

M/D/YYYY



End Date *

M/D/YYYY



CDB-Financed project

No Yes

Select Yes if this experience was part of a CDB-Financed project

Details

e.g. Managed procurement processes for infrastructure projects, led vendor evaluations, and ensured compliance.

Currently in this role

Select if you are currently in this role.

Briefly describe your role, responsibilities and key achievements.

Save

Document Tab

This tab provides the user with the ability to upload documents. IC Profiles allow the upload of the following document types: -

- Proof of Identity (Passport OR National ID)
- Educational Degree Certificate/Diploma
- Certification or License
- Resume

For IC Profiles, the user is required to upload a Proof of Identity document that proves the user's identity, such as the image from a passport, national ID card or driver's license. This document is required to be uploaded before the Profile record can be activated. A Document Link record is created for all mandatory documents.

To upload other documents, the user would create a Document Link record and specify the Document Type (1), Document Name (2), and save the record (3).

Profile ID
ROCS36

Document Type * 1

Document Name 2

Select Document
This record hasn't been created yet. To enable file upload, create this record.

Save 3

THE USER MUST SAVE THE RECORD before the system will allow the user to upload a document.

Once saved, the system will give the user the option to upload a document. To upload a file the users should: -

1. Select Choose File
2. Select the file
3. Select Open
4. Save their choice

Note: Please only upload read only files such as images or PDF's

Edit ✕

Profile ID
ROCS36

Document Type *
Resume

Document Name
2026 Resume

Select Document
Choose File No file selected

Save

and accurate and that you have the legal right to
Caribbean Development Bank (CDB) reserves the

Open ✕

← → ↶ ↷ ⌂ << Trai... >> Import... ↻ Search Important Documents 🔍

Organize ▾ New folder

> Calista - Personi

Name	Date modified
Certificate on Incorporation	4/20/2026 9:06
Certificate on Incorporation	4/20/2026 9:06
Passport Image	4/19/2026 9:33
Resume	4/19/2026 9:32
Resume	4/19/2026 9:33

Select a file to preview.

File name: All Files

Open **Cancel**

1

4


2

3

Creating a Company Consultant Profile

To create a Company Profile, the user should select the Create button on the Company Profile grid.

Company Profile

Profile ID	Legal Name	Business Registration Number	Country	Primary Email	Profile Status	Created On
 No company profile created yet. Create a company profile if you are registering as a firm.						

The user will then be shown the main screen for a Company Profile. Fields with the red * are required fields and must be populated before the user can save the record.

Company Information

Profile Type *
Company

Legal Name *
International Business Machines

Trading Name (if different from Legal Name)
IBM

Business Registration Number *
USA1910-0000234

Country of Incorporation/Registration *
United States of America

Date of Incorporation *
2/14/1924

Type of Company *
Corporation

Company Primary Contact Details

Company Phone Number *
+1 8004264968

Alternative Email

Address 1 *
1 New Orchard Rd

Address 2

Town/City *
Armonk

State/Province
New York

PostCode/Zip
10504

Country *
United States of America

Additional Details

Overall Number of Staff
Select

Non Permanent Staff
Select

Geographical Reach
Select

Website URL

Once the user saves the record the user will have: -

- access to add other company contacts via the grid on the General Tab
- access to add other location records via the grid on the General Tab
- access to add data to the other tabs on the Profile

When adding additional contacts, the user has the option to grant that contact user access to manage the Profile record. The contact user would need to complete the Portal registration process using the same first name, last name, and email from the Contact

Create

Contact Type

First Name *

Last Name *

Primary Email *

Alternative Email

Phone Number

Allow access to Profile
 No Yes

record.

Save

Areas of Interest and Expertise Tab

The Areas of Interest and Expertise allows the company user to select one or more Countries, Sectors/Themes, Procurement Category and Business Area. These selections can be used to filter email notifications of new Procurement Opportunities when they are published.

By default, email notifications are enabled (1) and filtering on Country (2), Sector (3) and Business Areas (4) are disabled. The user can adjust these to suit their needs.

Automatic Notification of new Procurement Opportunities

 Choose whether to receive alerts and select which criteria should be used to trigger them.

Enable Automatic Notification 1
 No Yes

Country 2
 No Yes

Sector 3
 No Yes

Procurement Category 4
 No Yes

Business Areas 5
 No Yes

Qualifications Tab

The company user can elect to add one or more certificates, licenses or other qualification type the Company holds.

Certificate/License Form

Create ×

Profile ID
ROCS37

Type *
 ▼

Name *

Issuing Organisation *

Country *
 🔍

Issue Date *
 📅

Expiration Date
 📅

Experience Tab

The user can elect to add one or more Company work projects under the Experience Tab.

Profile ID

ROCS37

Project/Assignment Title *

Landscape design for New Sc

Client/Contracting Entity *

Dept of Education

Start Date *

6/9/2025



End Date *

2/28/2026



CDB Sponsored Project

No Yes

Select Yes if this experience was part of a CDB-Financed project

Country of Project/Assignment *

Barbados



Ongoing

No Yes

Contract Value (USD equivalent)

\$ 100,000.00

Description of Service/Scope

Develop comprehensive landscape designs using software such as SketchUp, AutoCAD, Rhino 3D, and Civil 3D, ensuring projects meet client specifications and regulatory standards
Prepare detailed drawings, plans, and visualizations utilizing Adobe Photoshop and Adobe Creative Suite to communicate design concepts effectively
Conduct site analysis incorporating GIS tools like ArcView and ArcGIS to assess land features, topography, soil conditions, and existing infrastructure

Briefly describe your role, responsibilities and key achievements.

Document Tab

This tab provides the user with the ability to upload documents. Company Profiles allow the upload of the following document types: -

- Certificate of Incorporation / Corporate Registration
- Proof of Authority of Company Representative (signed letter)
- Business License
- Certification or License

For a Company Profile, the user is required to upload a Certificate of Incorporation before they can Activate the profile.

To upload a document, the user would create a Document Link record .


General Areas of Interest & Expertise Certifications, Licences and Accreditations Experience **Documents**

Documents

i Upload required documents to verify your identity and support your profile.
At minimum, a valid **Proof of Identity (Passport or National ID)** must be uploaded.

! Important: Ensure all documents are clear, valid and up to date.
Accepted file types: PDF, JPG, JPEG, PNG. Maximum file size: 10MB per file.

Create

Document Type	Document Name ↑	Mandatory Document	
Certificate of Incorporation / Corporate Registration		Yes	

The user would then provide a Document Type, Document Name and save the record.

Create

Profile ID
ROCS37

Document Type * **1**
Business Licence

Document Name **2**
Barbados Business license

Select Document
This record hasn't been created yet. To enable file upload, create this record.

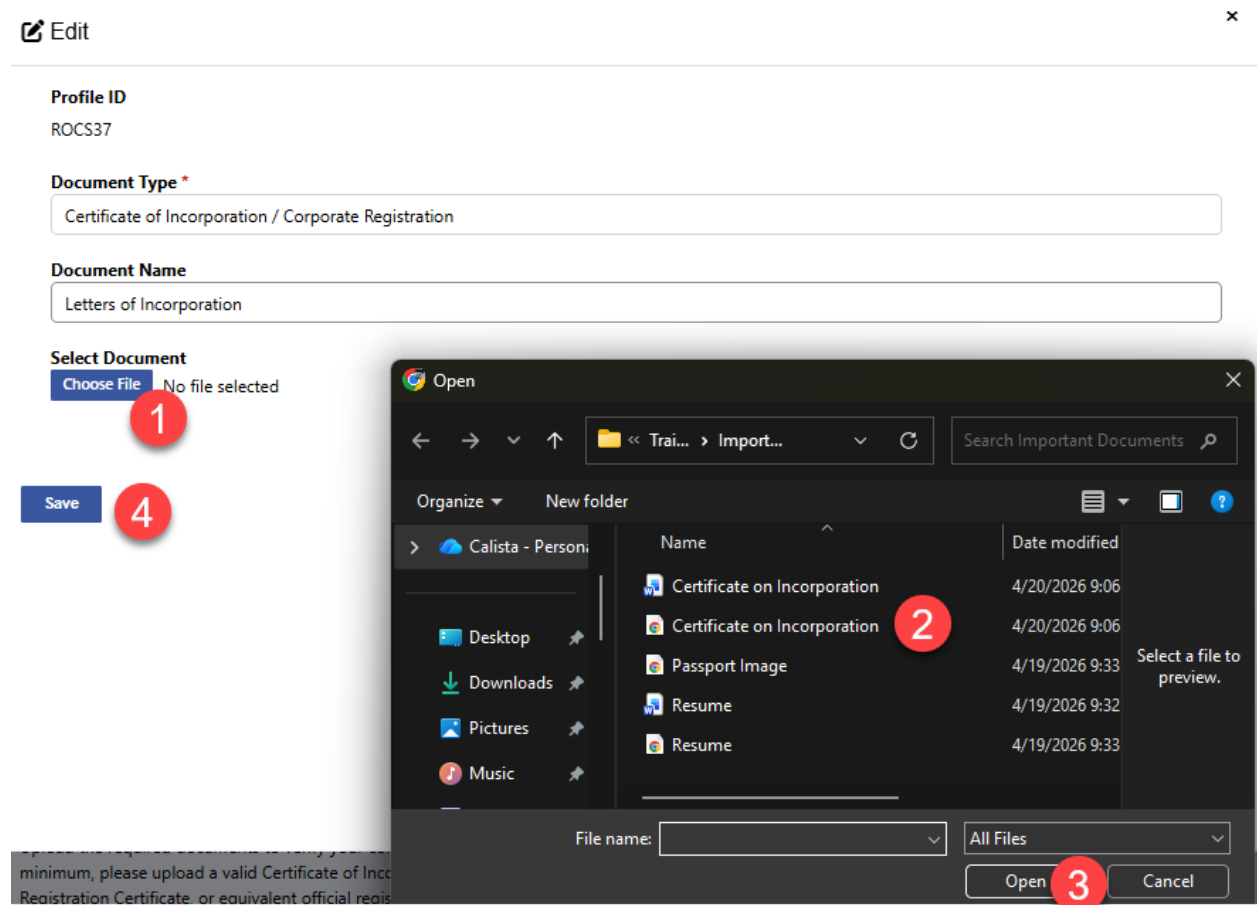
Save **3**

THE USER MUST THEN SAVE THE RECORD before the system will allow them to select a document and upload it using the Upload button.

The system will give the user the option to upload a document. To upload a file the users should

1. Select Choose File
2. Select the file
3. Select Open
4. Save their choice

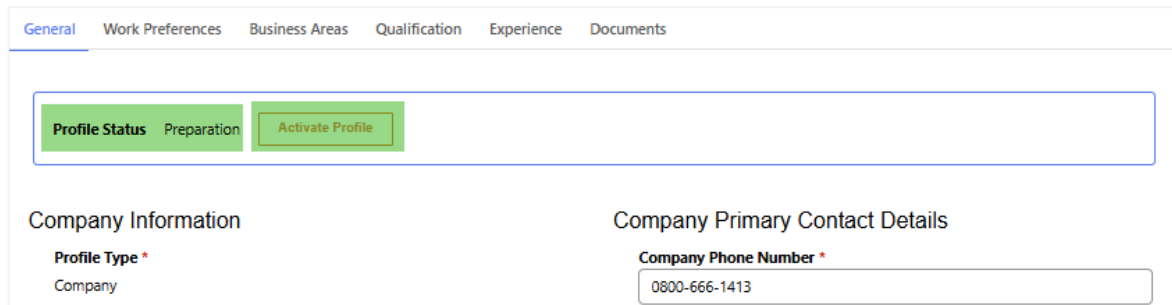
Note: Please only upload read only files such as images or PDF's



For Mandatory documents the system will create the Document Link record automatically.

Activating Profiles

When a Profile is created, it will have an initial status of Preparation.



The screenshot shows a user profile page with a navigation bar at the top containing tabs: General, Work Preferences, Business Areas, Qualification, Experience, and Documents. The 'General' tab is selected. Below the navigation bar, there is a box containing the text 'Profile Status Preparation' and a green button labeled 'Activate Profile'. Below this box, the page is divided into two columns. The left column is titled 'Company Information' and contains a field for 'Profile Type *' with the value 'Company'. The right column is titled 'Company Primary Contact Details' and contains a field for 'Company Phone Number *' with the value '0800-666-1413'.

Once the user has completed inputting their information (including uploading required documents), the user can activate the Profile by selecting the Active Profile button on the General Tab.

When a Profile is activated, a lot of the data fields in the forms are locked and cannot be updated.

Only active Profiles will trigger email notifications and only if the user has elected to receive them.

If at some point the user needs to amend their Profile, they can return the Profile to the Preparation stage to make the changes before re-activating the Profile.



The screenshot shows a user profile page with the 'Profile Status' set to 'Active'. Below this status, there is a green button labeled 'Return Profile to Preparation'.

4. REVIEWING PROCUREMENT OPPORTUNITIES

Published procurement opportunities are available to view from the My Procurement Opportunities menu on the BRIDGE Home page.



There users will be able to: -

- view published procurement opportunities
- save published procurement opportunities as a favorite for easy retrieval
- view and download the documents associated with a procurement notice

The list of published procurement notices is broken out by the four notice types

- Procurement Opportunities
- General Procurement Notices
- Procurement Plans
- Contract Award Notices

The user can use the filter field for each column on the table to restrict the records displayed.

Procurement Opportunities (8)

Search this table...

NAME	ACTIVITY	PROJECT NAME	COUNTRY	SECTOR	DEADLINE DATE	SAVED TO FAVORITES
Filter...	Filter...	Filter...	Filter...	Filter...	Filter...	<input type="checkbox"/> SHOW ONLY SAVED
PPRD08 - Expression of Interest (EOI) Notice - Consulting Firms	Test	Hospitality and Tourism Institute	Argentina	Business and Other Services	4/29/2026 8:00 AM	-
PPRD02 - Expression of Interest (EOI) Notice - Individual Consultant	Technical advisor	Test Project	Barbados	Education	4/30/2026 12:00 PM	-
PPRD01 - Expression of Interest (EOI) Notice - Individual Consultant	Consultant	Provide technical support	Dominica	Information and communication technology (ICT)	5/31/2026 12:00 PM	-
PPRD10 - Expression of Interest (EOI) Notice - Consulting Firms	Strategic Marketing Framework Development	Hospitality and Tourism Training Institute	Guyana	Education	10/31/2024 12:00 AM	-
PPRD00 - Expression of Interest (EOI) Notice - Consulting Firms	Project Manager	New Town College Extension	Barbados	Education	4/30/2026 12:00 PM	-

General Procurement Notices (2)

Search this table...

NAME	PROJECT NAME	COUNTRY	SECTOR	SAVED TO FAVORITES
Filter...	Filter...	Filter...	Filter...	<input type="checkbox"/> SHOW ONLY SAVED
PPRD05 - General Procurement Notice	Strengthening Institutional Capacity for a Resilient Caribbean Coastal and Marine Environment		Regional	Environmental education/training
- General Procurement Notice	Strengthening Institutional Capacity for a Resilient Caribbean Coastal and Marine Environment		Regional	Environmental education/training

Procurement Plans (2)

Search this table...

NAME	PROJECT NAME	COUNTRY	SECTOR	APPROVAL DATE	SAVED TO FAVORITES
Filter...	Filter...	Filter...	Filter...	Filter...	<input type="checkbox"/> SHOW ONLY SAVED
PPRD2 - Procurement Plan Publication	New Town High School Extension	Barbados	Education facilities and training	3/6/2026	-
PPRD1 - Procurement Plan Publication	Coronavirus Disease 2019 Emergency Response Support Loan	Saint Lucia	General Budget Support	3/11/2026	-

Contract Award Notices (4)

Search this table...

To view a procurement notice's details, select the record hyperlink.


Procurement Opportunities (8)

Search this table...

NAME	ACTIVITY	PROJECT NAME	COUNTRY	SECTOR	DEADLINE DATE	SAVED TO FAVORITES
Filter...	Filter...	Filter...	Filter...	Filter...	Filter...	<input type="checkbox"/> SHOW ONLY SAVED
Consultant						
PPRD31 - Expression of Interest (EOI) Notice - Individual Consultant	Consultant	Provide technical support	Dominica	Information and communication technology (ICT)	5/31/2026 12:00 PM	-
PPRD10 - Expression of Interest (EOI) Notice - Consulting Firms	Strategic Marketing Framework Development	Hospitality and Tourism Training Institute	Guyana	Education	10/31/2024 12:00 AM	Saved to Favorites
PPRD30 - Expression of Interest (EOI) Notice - Consulting Firms	Project Manager	New Town College Extension	Barbados	Education	4/30/2026 12:00 PM	-

From the procurement notice form the user will be able to: -

- Save the record as a favorite
- Download the documents associated to the procurement notice

Home > My Procurement Opport... > View Publication Registry 

Procurement Category

Consultancy - Firms

Project Name

New Town High School Extension

Publication Type

Expression of Interest (EOI) Notice - Consulting Firms

Sector

Education

Procurement Activity

Construction Project Manager

Country

Barbados

DeadLine Date

4/30/2026 2:00 PM

Core Business Area

Education, Skills and Human Capital Development

Related Documents

Document Type	Document Link
Specific Procurement Notice - Request for Expression of Interest - Firms	https://pprdst.blob.core.windows.net/publication-registry-qa/d9c2fe0c-ab39-f111-88b4-7c1e5215061/Expression of Interest Project manager.docx

[Add to Favorites](#)