

**GOVERNMENT OF ST. VINCENT AND THE GRENADINES (GOSVG)**

**INVITATION TO BID (ITB)**

**Name of Project:** Computer Replacement Project

**Contract Title:** Supply of Fifty (50) Desktop Computers and Twenty-Eight (28) Laptops for Use in Secondary Schools

**ITB Reference No.:** SVG-CRP2024-ITB-G-1

1. The Ministry of Education and National Reconciliation is implementing its Computer Replacement for Secondary Schools Project, during which obsolete and non-functioning computers in a number of secondary schools will be replaced;
2. The Ministry now invites eligible bidders to submit bids for the supply of **fifty (50) Desktop Computers and twenty-eight (28) Laptops for use in secondary schools** under the Computer Replacement Project;
3. The bid document can be requested via email: [tvet.edu.gov@gmail.com](mailto:tvet.edu.gov@gmail.com) and carbon copied (cc) to [epiu.svg@gmail.com](mailto:epiu.svg@gmail.com), [jgreen@gov.vc](mailto:jgreen@gov.vc), and [tscott@gov.vc](mailto:tscott@gov.vc).

Bids must be submitted to the below address:

**The Secretary  
Central Procurement Board  
Ministry of Finance and Economic Planning  
2<sup>nd</sup> Floor Administrative Complex  
Kingstown  
St. Vincent and the Grenadines**

4. Bids must be submitted in sealed envelopes marked “**Computer Replacement Project 2024: Supply of Fifty (50) Desktop Computers and Twenty-Eight (28) Laptops for Use in Secondary Schools**”, and delivered to the above address on or before **May 07, 2024, at 2:15 p.m. (local time)**;
5. Electronic bidding will be permitted. The following information for online submission is provided:
  - a. Proposals must be PDF password-protected documents. The accompanying email must include at minimum:

- i. **Subject:** Computer Replacement Project 2024: Supply of Fifty (50) Desktop Computers and Twenty-Eight (28) Laptops for Use in Secondary Schools
    - ii. **Body of email:** The firm for which the submission is made; Instructions not to open proposal before **2:15 pm on May 07, 2024**.
  - b. Maximum file size is 23MB;
  - c. Password to be sent via a separate email, no more 15 minutes before the bid opening period;
  - d. Proposal and password must be submitted to [procurement@gov.vc](mailto:procurement@gov.vc);
  - e. Original documents may be requested as part of the evaluation process and will be verified by the Project Coordinator before the signing of the contract.
6. Bids will be opened at **2:20 p.m. on May 07, 2024**, at the Ministry of Finance and Economic Planning's Conference Room, 2<sup>nd</sup> Floor, Administrative Complex, Kingstown, St. Vincent and the Grenadines.  
**Bids (including electronic) received after the prescribed time and date will be rejected;**
7. All bids must be accompanied by a **Bid-Securing Declaration**.

GOSVG does not bind itself to accept the lowest or any bid and will not defray any cost incurred by bidders in the preparation of their bids.