

GOVERNMENT OF ST. VINCENT AND THE GRENADINES (GOSVG)

INVITATION TO BID (ITB)

Name of Project: Special Education Resources Project

Contract Title: Supply of Special Education Resources for Use in Primary and Secondary Schools

ITB Reference No.: SVG-SERP2024-ITB-G-1

1. The Ministry of Education and National Reconciliation is implementing its Special Education Resources Project, during which special teaching and learning equipment in a number of primary and secondary schools will be provided;
2. The Ministry now invites eligible bidders to submit bids for the supply of **special teaching and learning equipment for use in primary and secondary schools** under the Special Education Resources Project;
3. The supplied goods are to be delivered at the Ministry of Education, Kingstown;
4. The bid document can be requested via email: tvvet.edu.gov@gmail.com and carbon copied (cc) to epiu.svg@gmail.com, jgreen@gov.vc, and tscott@gov.vc.

Bids must be submitted to the below address:

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

5. Bids must be submitted in sealed envelopes marked “**Special Education Resources Project 2024: Supply of Special Teaching and Learning Equipment for Use in Primary and Secondary Schools**” and delivered to the above address on or before **May 21, 2024, at 2:15 p.m. (local time)**;
6. 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:** Special Education Resources Project 2024: Supply of Special Teaching and Learning Equipment for Use in Primary and Secondary Schools
 - ii. **Body of email:** The firm for which the submission is made, and instructions not to open the proposal before **2:15 p.m. on May 21, 2024**.
 - b. Maximum file size is 23MB;
 - c. Password to be sent via a separate email, no more than 15 minutes before the bid opening period;
 - d. Proposal and password must be submitted to 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.
7. Bids will be opened at **2:20 p.m. on May 21, 2024**, at the Ministry of Finance and Economic Planning's Conference Room, 2nd Floor, Administrative Complex, Kingstown, St. Vincent and the Grenadines.
Bids (including electronic) received after the prescribed time and date will be rejected;
8. All bids must be accompanied by a **Bid-Securing Declaration**.

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