



# **ST. VINCENT AND THE GRENADINES’ DIGITIZATION OF LAND REGISTRY**

**MINISTRY OF FINANCE, ECONOMIC PLANNING, SUSTAINABLE  
DEVELOPMENT AND INFORMATION TECHNOLOGY**

**Request for Bids**

**For**

## **Procurement of:**

- Lot 1: Heavy Duty Shelving
- Lot 2: Furniture and Equipment
- Lot 3: Fire Extinguishers

**Digitization of Land Registry**

September 4, 2023

Dear Bidder,

**Digitization of Land Registry – Provision of Furniture to Outfit the Land Registry**

1. Saint Vincent and the Grenadines has received financing from the Republic of China (Taiwan) towards the cost of the Digitization of the Land Registry. You are invited to submit a quote based on the enclosed technical specifications.
2. You may quote for any or all of the items under this Invitation. Price quotations will be evaluated for each item and Contract/Contracts awarded to the firm/firms offering the lowest evaluated cost of each item.
3. Your quotation shall consist of:
  - Terms and Condition of Supply - filled in and signed.
  - Technical Specification - filled in and signed.
  - Form of Quotation - filled in and signed.
  - Copy of Company Registration

You shall submit one original of all above mentioned documents. Your quotation in the attached format should be sealed in an envelope and addressed to and delivered at the following address:

Address: Chairman  
Central Procurement Board  
Second Floor  
Administrative Centre  
Kingstown  
St. Vincent

The envelope shall also bear the following statements: **“DO NOT OPEN BEFORE 2:00 pm on September 28, 2023 and “SVG- -G-RFQ-7 – “Digitization of Land Registry”.**

4. Your quotation in English language should be accompanied by adequate technical documentation such as catalogue(s) and other printed materials or pertinent information in English for each item quoted.
5. The deadline for receipt of your quotation(s) by the Purchaser at the address indicated in Paragraph is 3 is: **September 28, 2023, at 2:00 pm local time.**
6. Your quotation(s) should be submitted as per the following instructions and in accordance with the attached Contract. The attached Terms and Conditions of Supply is an integral part of the Contract.

**PRICES:** The prices should be quoted for delivery **CIP, MoF, Kingstown, St. Vincent,** end user’s address indicated below for imported goods, according to INCOTERMS, 2020.

The end user's address-place for destination for good delivery is:

Registry Department  
Halifax Street  
Kingstown  
St. Vincent

**In addition to CIP, the Supplier is responsible for customs clearance of the goods to be imported. No VAT or import taxes will apply if the goods to be imported and are consigned to the purchaser.**

**VAT and taxes are to be stated if the goods already imported.**

(i) EVALUATION OF QUOTATIONS:

In evaluating the quotations, the Purchaser will determine for each proposal the evaluated price by adjusting the price quotation by making any correction for any arithmetical errors as follows:

- (a) where there is a discrepancy between amounts in figures and in words, the amount in words will govern;
- (b) if a Supplier refuses to accept the correction, his quotation will be rejected.

(ii) AWARD OF PURCHASE ORDER/CONTRACT: The award will be made to the bidder offering the lowest evaluated price and that meets the required standards of technical and financial capabilities. The successful bidder will sign a Contract as per attached form of contract and terms and conditions of supply.

(iii) VALIDITY OF THE OFFER: Your quotation(s) should be valid for a period of two months from the deadline for receipt of quotation(s) indicated in Paragraph 3 of this Invitation to Quote.

7. Further information can be obtained only by e-mail from: [Stacey.browne@gov.vc](mailto:Stacey.browne@gov.vc) and [wgeorge@gov.vc](mailto:wgeorge@gov.vc) and [Procurement@gov.vc](mailto:Procurement@gov.vc)

8. Inspections and Audits

8.1. The Supplier shall carry out all instructions of the Purchaser which comply with the applicable laws where the destination is located.

8.2. The Supplier shall permit, and shall cause its Subcontractors and consultants to permit, the Bank and/or persons appointed by the Bank to inspect the Supplier's offices and all accounts and records relating to the performance of the Contract and the submission of the bid, and to have such accounts and records audited by auditors appointed by the Bank if requested by the Bank. The Supplier's and its Subcontractors and consultants' attention is drawn to Clause 5 Fraud and Corruption of the Form of Contract, which provides, inter alia,

that acts intended to materially impede the exercise of the Bank's inspection and audit rights constitute a prohibited practice subject to contract termination (as well as to a determination of ineligibility pursuant to the Bank's prevailing sanctions procedures).

9. Please confirm by e-mail the receipt of this invitation and whether or not you will submit the price quotation(s).

Yours Sincerely,

*Edmond A Jackson*  
Director General, Finance and Planning

## FORM OF CONTRACT

**THIS AGREEMENT** number \_\_\_\_\_ made on \_\_\_\_\_, \_\_\_ 2023, between  
\_\_\_\_\_ (hereinafter called “the Purchaser”) on the one part and  
\_\_\_\_\_ (hereinafter called “the Supplier”) on the  
**other part.**

WHEREAS the Purchaser has invited quotation for \_\_\_\_\_ (description of goods) to be supplied by Supplier, viz. Contract \_\_\_\_\_, (hereinafter called “Contract”) and has accepted the Quotation by the Supplier for the supply of goods under Contract at the sum of \_\_\_\_\_ (\_\_\_\_\_ ) hereinafter called “the Contract Price”.

NOW THIS AGREEMENT WITNESSETHES as follows:

1. The following documents shall be deemed to form and be read and construed as part of this agreement, viz:
  - a) Form of Quotation; Term and Conditions of Supply, Technical Specification;
  - b) Addendum (if applicable);
2. Taking into account payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby concludes an Agreement with the Purchaser to execute and complete the supply of Contract and remedy any defects therein in conformity with the provisions of Contract.
3. The Purchaser hereby covenants to pay in consideration of the goods supply and acceptance of Contract and remedying of defects therein, the Contract Price in accordance with Payment Conditions prescribed by Contract.

### **4. Termination**

#### **4.1 Termination for Default**

- (a) The Purchaser, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Supplier, may terminate the Contract in whole or in part:
  - (i) if the Supplier fails to deliver any or all of the Goods within the period specified in the Contract, or within any extension thereof granted.
  - (ii) if the Supplier fails to perform any other obligation under the Contract; or
  - (iii) if the Supplier, in the judgment of the Purchaser has engaged in fraud and corruption, as defined in Clause 5 below, in competing for or in executing the Contract.
- (b) In the event the Purchaser terminates the Contract in whole or in part, the Purchaser may procure, upon such terms and in such manner as it deems appropriate, Goods or Related Services similar to those undelivered or not performed and the Supplier shall

be liable to the Purchaser for any additional costs for such similar Goods or Related Services. However, the Supplier shall continue performance of the Contract to the extent not terminated.

#### 4.2 Termination for Insolvency.

- (a) The Purchaser may at any time terminate the Contract by giving notice to the Supplier if the Supplier becomes bankrupt or otherwise insolvent. In such event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to the Purchaser.

#### 4.3 Termination for Convenience.

- (a) The Purchaser, by notice sent to the Supplier, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Purchaser's convenience, the extent to which performance of the Supplier under the Contract is terminated, and the date upon which such termination becomes effective.
- (b) The Goods that are complete and ready for shipment within twenty-eight (28) days after the Supplier's receipt of notice of termination shall be accepted by the Purchaser at the Contract terms and prices. For the remaining Goods, the Purchaser may elect:
  - (i) to have any portion completed and delivered at the Contract terms and prices; and/or
  - (ii) to cancel the remainder and pay to the Supplier an agreed amount for partially completed Goods and Related Services and for materials and parts previously procured by the Supplier

### **Fraud and Corruption**

- 5. If the Purchaser determines that the Supplier and/or any of its personnel, or its agents, or its Subcontractors, consultants, service providers, suppliers and/or their employees has engaged in corrupt, fraudulent, collusive, coercive or obstructive practices (as defined in the prevailing Bank's sanctions procedures), in competing for or in executing the Contract, then the Purchaser may, after giving 14 days' notice to the Supplier, terminate the Supplier's employment under the Contract and cancel the contract, and the provisions of Clause 4 shall apply as if such expulsion had been made under Sub-Clause 4.1.

### **6. Inspections and Audits**

6.1 The Supplier shall carry out all instructions of the Purchaser which comply with the applicable laws where the destination is located

The Supplier shall permit, and shall cause its Subcontractors and consultants to permit, the Bank and/or persons appointed by the Bank to inspect the Supplier's offices and all accounts and

records relating to the performance of the Contract and the submission of the bid, and to have such accounts and records audited by auditors appointed by the Bank if requested by the Bank. The Supplier's and its Subcontractors and consultants' attention is drawn to Clause 5 Fraud and Corruption, which provides, inter alia, that acts intended to materially impede the exercise of the Bank's inspection and audit rights constitute a prohibited practice subject to contract termination (as well as to a determination of ineligibility pursuant to the Bank's prevailing sanctions procedures).

**Signature and seal of the PURCHASER:**

FOR AND ON BEHALF OF

\_\_\_\_\_

Edmond Jackson

Director of Economic Planning

**Signature and seal of the SUPPLIER:**

FOR AND ON BEHALF OF

\_\_\_\_\_

Name of Authorized Representative

**Witnessed by:** \_\_\_\_\_

**Witnessed by:** \_\_\_\_\_

**Terms and Conditions of Supply**

Project Title: Digitization of Land Registry Project  
Purchaser: Ministry of Finance, Economic Planning and Information Technology  
Contract Ref: MF/Proj/61A

1. Prices and Schedules for Supply

**LOT 1: HEAVY DUTY SHELVING**

Ref.	Item	Qty	Unit price CIP	Total price CIP / XCD Exclusive of import duties	Delivery Time needed from contract signing till delivery to the place of destination  days after contract signature
		<i>(a)</i>	<i>(b)</i>	<i>(c) = (a) x (b)</i>	<i>(f)</i>
1	3 Level, Extra HD Bulk Storage Rack , No Deck, Starter, 60"W X36"DX96"H	2			
2	3 Level, Extra HD Bulk Storage Rack, No Deck, Add On, 60"W X36"DX96"H	12			
3	3 Level, Extra HD Bulk Storage Rack, No Deck, Add On, 72"WX36"DX96"H	4			
4	Additional Shelf, Extra Heavy Duty Rack , No Deck, 60"WX36"D*96"H	28			
5	Additional Shelf, Extra Heavy Duty Rack , No Deck, 72"WX36"D Gray	8			
6	3 Level, Extra HD Bulk Storage Rack, No Deck, Starter, 60"W X18"DX72"H	1			
7	Additional Shelf, Extra Heavy Duty Rack , No Deck, 60"WX18"D Gray	1			



8	36"D X 3/4 Shelf insert - White Melamine	80			
9	18" W X 3/4" Shelf insert - White Melamine	4			

**LOT 2: FURNITURE AND EQUIPMENT**

<b>Ref.</b>	<b>Item</b>	<b>Qty</b>	<b>Unit price CIP</b>	<b>Total price  CIP / XCD Exclusive of import duties</b>	<b>Delivery Time needed from contract signing till delivery to the place of destination  days after contract signature</b>
		<i>(a)</i>	<i>(b)</i>	<i>(c) = (a) x (b)</i>	<i>(f)</i>
1	Task Chair with Arm	17			
2	Task Chair	13			
3	Ordinary Chairs	50			
4	Heavy Duty Trolley with Sides	2			
5	Ladders 6ft	2			
6	Heavy Duty Stapler	2			
7	Guillotine	2			
8	Shredder (6 gallon)	1			
9	Filing Cabinets	10			

**LOT 3: FIRE EXTINGUISHER**

<b>Ref.</b>	<b>Item</b>	<b>Qty</b>	<b>Unit price CIP</b>	<b>Total price  CIP / XCD Exclusive of import duties</b>	<b>Delivery Time needed from contract signing till delivery to the place of destination  days after contract signature</b>
		<i>(a)</i>	<i>(b)</i>	<i>(c) = (a) x (b)</i>	<i>(f)</i>
1	Fire chief Fire Extinguisher, Powder, 2kg (Kitchen)	1			
2	Fire chief Fire Extinguisher, Powder, 2kg (Search Room)	1			
3	Fire chief Fire Extinguisher, Co2, 5kg (Server/Electrical Room)	1			
4	Fire chief Fire Extinguisher, Co2, 2kg (Reception Area)	1			
5	Fire chief Fire Extinguisher, Powder, 4kg (Vault Room)	1			
6	Fire chief Fire Extinguisher, Co2, 2kg (Data entry)	1			
7	Fire chief Fire Extinguisher, Co2, 2kg (Scanner Area)	1			
8	Fire chief Fire Extinguisher, Co2, 2kg (Merging Room)	1			
9	Fire chief Fire Extinguisher, Powder, 2kg (Open Office Area)	1			

10	Fire chief Fire Extinguisher, Powder, 2kg (Corridor for 2 offices)	1			
11	Fire Extinguisher Inspection Decal	10			
12	Firechief Fire Extinguisher, Powder, 2kg	3			
13	The Pod Fire Blanket 1.2 x 1.2m - K40, (plastic case)	3			
14	Fire Extinguisher Inspection Decal	3			

Note: In case of discrepancy between unit price and total derived from unit price, the unit price shall prevail.

2. Fixed Price: The prices indicated above are firm and fixed and not subject to any adjustment during contract performance.
3. The Purchaser reserves the right at the time of contract finalization to increase or decrease by up to 50% the quantity of goods and services originally specified without any change in unit prices as other terms and conditions.
4. Delivery Schedule: As stated in specifications.
5. Insurance: The Goods supplied under the Contract shall be fully insured in a freely convertible currency against loss of damage incidental to manufacture or acquisition, transportation, storage and delivery. The insurance shall be in an amount equal to 110 percent of the CIP/EXW value of the Goods from «Warehouse» to «Warehouse» on «All risks» basis, including «War Risks». The Supplier shall arrange and pay for cargo insurance, naming the Purchaser as the beneficiary.
6. Applicable Law: The Contract shall be interpreted in accordance with the laws of St. Vincent and the Grenadines
7. Resolution of Disputes: The Purchaser and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute between them under or in connection with the Contract. In the case of a dispute between the Purchaser and the Supplier, the dispute shall be settled in accordance with the provisions of the laws of St. Vincent and the Grenadines.
8. Delivery and Documents:

Upon shipment, the Supplier shall notify the Purchaser and the Insurance Company by cable or fax or e-mail the full details of shipment, including purchase order number, description of goods, quantity, the vessel, the Shipping and Forwarding Receipt from freight Company showing full details, port of loading, date of shipment, port of discharge, etc. (if applicable) The Supplier shall mail the following documents to the Purchaser (if applicable), with a copy to the Insurance Company:

- (i) copies of the Supplier's invoice showing goods' description, quantity, unit price, and total amount;
- (ii) duplicate air/ truck transport document and/ or duplicate of railway transport document, and/or duplicate FCR (Forwarders Certificate of Receipt) in 1 Original and 2 Copies marked «freight prepaid»;
- (iii) copies of the packing list identifying contents of each package;

The above documents shall be received by the Purchaser at least one week before arrival of the goods at the port of place of arrival and, if not received, the Supplier shall be responsible for any consequent expenses.

Suppliers will be responsible for all shipments delivered and all aspects of transportation and storage, installation and testing until acceptance and handover

9. Payment for your invoice will be made as follows: 100% of the contract price paid within thirty (30) days after the date of the Acceptance Certificate for the respective delivery issued by the Purchaser.
10. Warranty: The Supplier warrants that all the Goods are new, unused, and of the most recent or current models, and that they incorporate all recent improvements in design and materials. Goods offered should be covered by warranties as detailed in the technical specifications.
11. Packaging and Marking Instructions: The Supplier shall provide standard packing of the Goods as required to prevent their damage or deterioration during transit to their final destination, as indicated in the Contract.
12. Defects: All defects will be corrected by the Supplier without any cost to the Purchaser within 30 days from the date of notice by Purchaser. Name and address of service facility which the defects are to be corrected by the supplier within the warranty period:  
Address \_\_\_\_\_  
\_\_\_\_\_
13. Force-Majeure: The supplier shall not be liable for penalties or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force-Majeure.

For purposes of this clause, "Force-Majeure" means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but not restricted to, act of Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

If a Force-Majeure situation arises, the Supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by Force-Majeure event.

14. Required Technical Specifications

- (i) General Description
- (ii) Specific details and technical standards
- (iii) Performance Parameters

Supplier confirms compliance with above specifications. In case of deviations supplier to list all such deviations

- 15. Failure to Perform: The Purchaser may cancel the Agreement if the Supplier fails to deliver the Goods, in accordance with the above terms and conditions, in spite of a 21-day notice given by the Purchaser, without incurring any liability to the Supplier.

NAME OF SUPPLIER \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Place: \_\_\_\_\_

Date: \_\_\_\_\_

## **Technical Specifications (required and offered)**

### **GENERAL SPECIFICATIONS**

1. All goods and materials to be incorporated in the goods be new, unused, and of the most recent or current models, and that they incorporate all recent improvements in design and materials, unless provided for otherwise in the contract.
2. Bids *must* include specifications for proposed items
3. Please note that all dimensions are approximate as it is understood that not all suppliers will offer the same exact sizes.
4. All electrical requirement shall be compatible with the local standard – 220V, 50Hz, without the need for a transformer

## LOT 1: HEAVY DUTY SHELVING

Ref. No	Items	Specifications	
		Required	Offered
1	3 Level, Extra HD Bulk Storage Rack, No Deck, Starter, 60"W X36"DX96"H		
2	3 Level, Extra HD Bulk Storage Rack, No Deck, Add On, 60"W X36"DX96"H		
3	3 Level, Extra HD Bulk Storage Rack, No Deck, Add On, 72"WX36"DX96"H		
4	Additional Shelf, Extra Heavy Duty Rack , No Deck, 60"WX36"D*96"H		
5	Additional Shelf, Extra Heavy Duty Rack , No Deck, 72"WX36"D Gray		
6	3 Level, Extra HD Bulk Storage Rack, No Deck, Starter, 60"W X18"DX72"H		



7	Additional Shelf, Extra Heavy Duty Rack , No Deck, 60"WX18"D Gray		
8	36"D X 3/4 Shelf insert - White Melamine		
9	18" W X 3/4" Shelf insert - White Melamine		

## LOT 2: FURNITURE AND EQUIPMENT

Ref. No	Items	Specifications	
		Required	Offered
1	Task Chair with Arm		
2	Task Chair		
3	Ordinary Chairs		
4	Heavy Duty Trolley with Sides		
5	Ladders 6ft		
6	Heavy Duty Stapler		
7	Guillotine		
8	Shredder (6 gallon)		
9	Filing Cabinets		

### LOT 3: FIRE EXTINGUISHERS

Ref. No	Items	Specifications	
		Required	Offered
1	Fire chief Fire Extinguisher, Powder, 2kg (Kitchen)		
2	Fire chief Fire Extinguisher, Powder, 2kg (Search Room)		
3	Fire chief Fire Extinguisher, Co2, 5kg (Server/Electrical Room)		
4	Fire chief Fire Extinguisher, Co2, 2kg (Reception Area)		
5	Fire chief Fire Extinguisher, Powder, 4kg (Vault Room)		
6	Fire chief Fire Extinguisher, Co2, 2kg (Data entry)		
7	Fire chief Fire Extinguisher, Co2, 2kg (Scanner Area)		

8	Fire chief Fire Extinguisher, Co2, 2kg (Merging Room)		
9	Fire chief Fire Extinguisher, Powder, 2kg (Open Office Area)		
10	Fire chief Fire Extinguisher, Powder, 2kg (Corridor for 2 offices)		
11	Fire Extinguisher Inspection Decal		
12	Firechief Fire Extinguisher, Powder, 2kg		
13	The Pod Fire Blanket 1.2 x 1.2m - K40, (plastic case)		
14	Fire Extinguisher Inspection Decal		

NAME OF SUPPLIER: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_



## FORM OF QUOTATION

\_\_\_\_\_ (Date)

To: \_\_\_\_\_ (Purchaser's Name)

\_\_\_\_\_ (Purchaser's Address)

\_\_\_\_\_

We offer to execute the \_\_\_\_\_ (name and number of Contract) in accordance with the Conditions of Contract accompanying this Quotation for the Contract Price of \_\_\_\_\_ (amount in words and numbers) (\_\_\_\_\_) (name of currency) \_\_\_\_\_. We propose to complete the delivery of Goods described in the Contract within a period of \_\_\_\_\_ months from the Date of Signing of the Contract.

This Quotation and your written acceptance will constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any Quotation you receive.

We hereby confirm that this Quotation complies with the Validity of the Quotation required by the proposal documents.

Authorized Signature: \_\_\_\_\_

Name and Title of Signatory \_\_\_\_\_

\_\_\_\_\_

Name of Supplier: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number \_\_\_\_\_

E-mail address \_\_\_\_\_

Fax Number, if any \_\_\_\_\_

