

Ref No:

In replying the date and number

Above of this letter should be quoted

Tel: 1(784) 61111 Ext 3411

**MINISTRY OF EDUCATION**

**Halifax Street, Kingstown
St. Vincent and the Grenadines**

October 9th 2026

Dear Sir/ Madam,

**SECTION 1 – INVITATION TO BID –
Supply of Equipment – Computers, Video and Audio Equipment**

1. You are invited to submit your price quotation(s) for the supply of the following item/s (*specifications attached in Section 3*)
2. Under this invitation, you may quote for any or more items. You must also include the cost of shipping and handling for each item. Each item shall be evaluated and contract awarded separately to the firm (s) offering the lowest evaluated price for each item
3. Your quote **must** consist of:
 - ✓ **Price Schedule and Delivery and Validity Period**
 - ✓ **Technical Specifications**– (Section 3) **Bidder proposed specifications filled in / supporting documentation attached** (*data sheet/brochure/catalogue*)
4. Your quotation(s) in the required attached format **must** be addressed and submitted to:
The Secretary
Central Procurement Board
Ministry of Finance
2nd Floor Financial Complex
Kingstown
St Vincent and the Grenadines
5. The prices should be quoted for delivery CIF to API Sharpe Street, Kingstown, St. Vincent.
6. The quotation should be accompanied by adequate technical documentation, catalogue(s) and other pertinent information for each item quoted.
7. The **deadline** for receipt of your quotation(s) at the address indicated in 4. above is **Wednesday, October 29th, 2026 at 1p.m**

Bids are to be submitted to the:

The Secretary
Central Procurement Board
Ministry of Finance
2nd Floor Financial Complex
Kingstown
St Vincent and the Grenadines

8. **Eligible Goods and Services**
9. Quotations should be submitted as per the following instructions and in accordance with the Terms and

Conditions of supply in Section 3. which will become part of the Purchase Order that the Purchaser will issue on award:

(i) **Prices:**

- a) The Supplier shall indicate on the Price Schedule Form (***Section 2***) the unit prices and total bid price of the goods it proposes to supply under the contract, including the cost of delivering to the place/s of destination (**indicated in No. 5 above**).

Other local taxes and duties (including VAT) must be quoted separately.

- b) Prices should be quoted in *XCD*.

(ii) Evaluation and Award of Purchase Order:

The offer/s will be evaluated on responsiveness to the technical specifications and price/s, including the cost of delivery to the place/s of destination. Award will be made if the required standards of technical and financial capabilities are met.

At the time of award, the Purchaser reserves the right to increase or decrease the quantity or value of Goods originally specified (by up to 15%), and without any change in the unit prices or other terms and conditions of the bid.

- (iii) Validity of the Offer: Quotations should be valid for a period of 90 days from the closing date for receipt of quotations indicated above.

10. Address for further information and clarification:

The Agency of Public Information

Ministry of Education, Vocational Training and Innovation, Digital Transformation and Information.

Sharpe Street

Telephone: 7844561600, 784-456-1111 Ext 3411/3412

Email: apisvg2023@gmail.com

Clarifications may be requested not later than 10 days before the bid submission deadline.

Yours sincerely,

Mycle Burke (Mr.)

Permanent Secretary

Ministry of Education, etc.

