

Ref No:

In replying the date and number

Above of this letter should be quoted

Tel: 1(784) 457-0178

**MINISTRY OF EDUCATION**

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

27th April, 2023

Dear Sir/ Madam,

**SECTION 1 – INVITATION TO BID –
SUPPLY OF EARLY CHILDHOOD EQUIPMENT**

The Ministry of Education and National Reconciliation **has received a grant from the OECS SECRETARIAT**, and intends to apply the proceeds of this **grant** to eligible payments under the contracts for which this invitation to quote is issued.

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 the following location/s:

Chateaubelair Government 22.8 miles from Kingstown (19 miles from the Campden Park Port);
Sandy Bay Government (Approximately 29.6 Miles from Kingstown (32.6 miles from Campden park Port);
Marriaqua Government School (8.3 miles from Kingstown ; 11.3 miles from Campden Park Port);
Colonaire Early Childhood Centre (19 miles from Kingstown, 22 Miles from Campden Park Port) and
Argyle Early Childhood Centre (11.3 miles from Kingstown, 14.3 miles from Campden Park Port)
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 May 31st 2023 at 1:p.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 Procurement Officer
OECS PEARL
Education Project Implementation Unit
Education Annex
1st Floor Coreas Administrative Building
Halifax Street
Telephone: 784-457-0178
Email: epiu.svg@gmail.com

Clarifications may be requested not later than 15 days before the bid submission deadline.

Yours sincerely,

Mycle Burke (Mr.)
Permanent Secretary
Ministry of Education and National Reconciliation

SECTION 2

PRICE SCHEDULE AND DELIVERY & VALIDITY PERIOD FOR GOODS

Note: The table can be expanded as necessary

1	2	3	4	5	6	7	8
Description	Source <i>[Remove column if not applicable]</i>	Quantity	Unit Price* (XCD)	Total Item Price (col 2 x 3) (XCD)	Applicable Taxes (VAT) (XCD)	Delivery Period <i>(from Purchase Order signing until delivery to the final destination)</i>	Quotation Validity Period <i>(minimum [insert #] days)</i>
<i>Lot 1 – Wooden Furniture</i>						____ Days/Weeks	____ Days
<i>Lot 2- Cots and Filing</i>						____ Days/Weeks	____ Days
<i>Lot 3 – Equipment and Electronics</i>							
<i>Lot 4 – Sensory/Motor and Play Ground</i>							
TOTAL:							
<i>Note: In case of discrepancy between unit price and total, the unit price shall prevail</i>							

*** (Including incidentals and delivery to place of destination. Note delivery to the address indicated in 5 above.)**

NAME OF SUPPLIER: _____

Authorized Signature: _____

Place:

Date:

SECTION 3

MINIMUM TECHNICAL SPECIFICATIONS

The minimum specifications / requirements are as detailed below.

- All items (and incorporated components and materials) shall be new, unused, and of the most recent or current models, shall incorporate all recent improvements in design and materials, and shall be subject to 'technology upgrade' at the time of delivery to the Purchaser.
- Where reference is made to particular brand name products or terminology, the Bidder's proposed supply must be substantially or at least equivalent.
- The Bidder shall furnish documentary evidence (brochures, etc.) to demonstrate that the Goods it offers meets the requirements stipulated in the Technical Specifications.
- The specifications below are the minimum acceptable requirements. As such, proposed specifications superior to what has been indicated will be welcomed.
- Vendors are required to report on the availability of every one of the minimum requirements so that their proposals may be considered.

The Goods shall be inspected on delivery and assembly, to assess whether:

- The right Goods have been procured according to the Agreement;
- The Physical parts of the Goods are new, unused and without defects or damage;
- All are in good working condition and conform to the detailed specifications.

The Goods shall be inspected by the Purchaser's representative, in the presence of a duly authorized Supplier's representative. The results shall be documented and communicated to *[insert Project/Unit Name]* for issuance of Acceptance Certificate and payment, or for necessary redress.

The Purchaser may reject any Goods or any part thereof that fail to pass inspection or do not conform to the specifications. The Supplier shall either rectify or replace such rejected Goods or parts thereof or make alterations necessary to meet the specifications at no cost to the Purchaser, and shall repeat the inspection, at no cost to the Purchaser.

TECHNICAL SPECIFICATIONS (Required and Offered)

LOT 1 – WOODEN FURNITURE

#	Items	Specification Required	Specification Offered	Qty	Unit Cost XCD	Total Cost XCD
1	Preschool tables	Height 24 inches; 2 ft by 4 ft		34		
		LOT 1 - WOODEN FURNITURE				
1	Preschool Chairs	Height of seat from ground 12 inches, Seat dimension 12 inches by 14 inches, Total height of chair 24 to 26 inches		60		
2	Teacher Tables	30 inches height; 30 inches by 48 inches		9		
3	Teachers Chair	seat height from ground 17 inches; seat dimension; 15 inches by 17 inches; total height of chair 36 to 40 inches		4		
4	Storage Cabinet	wood, approx 5 ft tall 3ft wide		4		
5	Cubbies	5/8 thick ply wood; Overall dimension - 27-1/4"H x 30"W x 12"D.		10		
6	Bookshelf	Size- 20" X 48 X 72; Height of each shelves – at least 12 inches;		10		
7	Small bed for sick bay	wooden single bed with mattress and pillow		2		
8	Activity shelf	29" X 12" x 48. Two levels (top level one compartment 15" high; base level three equal		15		

		separations)				
9	White board and duster	4ft by 4 ft on stand and dusters		5		
10	Pre School wooden easel	wooden approx 21.65 x 20.86 x 50 inches		7		
11	Book case	Dimension - 20" X 48 X 72		3		
		TOTAL				\$0.00

LOT 2COTTS AND FILING

#	Item	Specification Required	Specification Offered	Qty	Unit Cost XCD	Total Cost XCD
1	Standard Size cots	52"L Stackable Daycare Cots for Preschool Kids Sleeping, Resting, and Naptime		102		
2	Filing Cabinets	Horizontal		2		

LOT 3 EQUIPMENT AND ELECTRONICS

#	Item	Specification Required	Specification Offered	Qty	Unit Cost XCD	Total Cost XCD
1	TV	65 inch Smart TV; USB, Ethernet, HDMI; 230volt		5		\$ -
2	Laptop	At least 4 thread count; Webcam; at least 12 GB ram and 512GB; WiFi, Bluetooth ; USB, HDMI, Headphone port; 230 volts		5		\$ -
3	Laminating machine and pouches	13 inch; 230 volts; thermo (5 machine and 5 set of pouches)		5		\$ -
4	Fire extinguishers	2kg; Dry Chemical Class A B C Fire Extinguisher, with Wall Bracket		7		\$ -
5	Frist Aid Kit	Class A		5		
		TOTAL				

LOT 4 SENSORY/MOTOR AND PLAYGROUND

Item #	Item	Specifications Required	Specification Offered	Quantity	Unit Cost XCD	Total Cost XCD
1	My body puzzles Insert puzzles	84 pieces		4		
2	Large blocks	56 pieces per box		8		

3	liquid Paint	Liquid Watercolor, Non-Toxic; 32 oz		8		
4	medium Paint brushes	medium Paint brushes - school paint brush		24		
5	Play dough	500g		8		
6	Magnifying glass	Thick and durable glass lens ; 10X magnifying glass; non slip rubber handle		20		
7	Books for reading area	Dreamland Jumbo Aesop's Fables ISBN 978-93-5089-143-8		10		
8	Large nursery rhymes book	My Jumbo book of Nursery Rhymes. ISBN:978-81-8451-571-8		10		
9	Dolls	Stuff toy Princess dolls		10		
10	Puppets	lakeshore: Story Telling Glove Puppets		10		
11	Lego blocks	84 Pieces - Blue, Green, Red, & Yellow - Large Building Blocks for Ages 3 and Up		6		
12	Balls	8.5 Inch Playground Balls		10		
13	Bats/Rackets	17 Inch Racquet with 1 Tennis Balls,4 Badminton Shuttlecocks and 3 Soft Balls for Toddler		10		
14	Large Floor mat	Hopscotch Kids Rug, 72"x39"		10		

15	Play kitchen	Wooden Toy Set for Kids with Realistic Design, Telephone, Utensils, Oven, Microwave, Sink; OVERALL DIMENSIONS: 31.25"(L) x 9.5"(W) x 31.5"(H)		4		
16	Shapes toys	Montessori Color Sorting Preschool Geometric Shapes		6		
17	Wooden blocks and shapes	Wooden blocks and shapes		6		
18	Curvy Counting (table top)	Curvy Counting (table top)				
19	Letters and number wooden 50pcs	Letters and number wooden 50pcs		6		
20	Soft Reading Room	Soft Reading Room		2		
21	Multi Kid Modern Kitchen	Play Kitchen with Play Phone, Chalkboard & Towel Rack, Gift for Ages 3+ 43.00 x 17.75 x 41.00 Inches		2		
22	Magnetic Building toys	Magnetic Building toys		4		
23	Pretend Play Food/125	125-Piece Deluxe Pretend Play Food Set		4		
24	36 sq ft Alpha Numero Puzzle Mat	36-Piece Set - 5.9inch x 5.9inch Interlocking EVA Floor Tiles with Alphabet and Numbers		4		
25	Foldable Preschool Storage	Wooden; Dimension - 12"D x 93.5"W x 35.87"H		4		
26	Sand and water table	27 pieces, indoor/outdoor; plastic		2		
27	Collapsible Play Tunnel	play tent with tunnels		2		

28	Single Post swings with add on bucket seat	Single Post swings with add on bucket seat		4		
29	Fort 8 Playground 16 x 16	Fort 8 Playground 16 x 16		2		
30	Let's Learn ABCs-With 27 Fun Sound Buttons, this Book is the Perfect Introduction to ABCs! (Listen & Learn)	ISBN-10 : 1628854898 ISBN-13 : 978-1628854893		6		
	TOTAL					

ANNEX 1

TERMS & CONDITIONS OF SUPPLY

(Applicable to Issued Purchase Order)

PURCHASE ORDER NO.:	DATE:
SUPPLIER:	PURCHASER: Organisation of Eastern Caribbean States CONSIGNEE: <i>Ministry of Education</i>
SUPPLY OF: <i>[insert Description of Purchase]</i>	

1. Price and Schedules for Supply:

DESCRIPTION OF GOODS/SERVICES	QUANTITY	UNIT	UNIT PRICE (XCD)	TOTAL VALUE XCD
TOTAL:				

2. **Fixed Price:** The prices indicated above are firm and fixed and not subject to any adjustment during contract performance.
3. **Delivery Schedule:** Delivery of all items shall be within *[insert delivery period in days/weeks]* of receipt of the Purchase Order. Delivery will be done as follows:

Delivery Period	Delivery Address
<i>[insert delivery period in days/weeks] after signing of Agreement</i>	<i>[Insert Delivery Address/es]</i> <i>[Insert Contact #]</i> <i>ATTN: [insert Project/Unit Name]</i> <i>[insert Title of Project/Unit Contact]</i>

4. **Payment Schedule:** **40% on the signing of the contract and 60% after final delivery**
5. **Required Goods:** The Supplier confirms compliance, by providing the required goods, as outlined in the quotation dated *May 24th 1pm 2023*].
6. **Warranty:** The Supplier warrants that all the Goods are new, unused, free from defects in material components and workmanship under normal use and service and of the most recent or current models, and they incorporate all recent improvements in design and materials. **[Goods offered should be covered**

by manufacturer's warranty for 2 years from the date of issuance of Acceptance Certificate by the Purchaser. Please specify warranty period and terms in detail].

7. **Packaging and Marking Instructions:** All goods must be adequately/appropriately packaged and marked to facilitate safe handling/delivery and easy identification.
8. **Inspections:** The Purchaser or its representative shall have the right to inspect the Goods to confirm their conformity to the Purchase Order.

The inspections shall be conducted at the Goods' final destination.

Should any inspected Goods fail to conform to the Specifications, the Purchaser may reject them and the Supplier shall either replace the rejected Goods or make all alterations necessary to meet specification requirements free of cost to the Purchaser.

The Purchaser's right to inspect, and where necessary, reject the Goods after the Goods' arrival in the final destinations, shall in no way be limited or waived by reason of the Goods having previously been inspected, tested and passed by Officials prior to the Goods' shipment from the country of origin.

9. **Failure to Perform:** The Purchaser may, further to giving a 14-day notice, cancel the Purchase Order, if the Supplier fails to deliver the Goods in accordance with the above terms and conditions, without any liability being incurred by the Purchaser.