

# **REQUEST FOR QUOTATION**

## **Supply of Tablets 50** **for the Ministry of Education and National Reconciliation of St. Vincent and the Grenadines**

The Organisation of Eastern Caribbean States (OECS) has received a grant from the Global Partnership for Education (GPE) Education Sector Programme Implementation Grant (ESPIG) and intends to apply the proceeds of this grant to eligible payments under the contract for which this Request for Quotation (RFQ) is issued. In this regard:

1. You are invited to submit your price quotation(s) for the supply of the following item listed below: (*Technical Specifications are attached Annex 3*):

Description	Quantity
Tablets	50

2. Under this *invitation*, it is a stipulated requirement that you **must quote on ALL items listed.** If an item is indicated in the quotation but a price is not quoted, it will be assumed that the price is inbuilt in other items. An item not listed in the quotation shall be assumed to not be included, and will make the quote non-responsive. You must also include the cost of shipping and handling for all items. Quotations will be evaluated and the contract will be awarded to the firm that best meets the required standards of technical and financial capabilities.

3. Your quote must consist of:

- ✓ **Price Schedule Form** (*ref. Annex 1*) - Applicable form filled in and signed
- ✓ **Delivery Schedule Form** (*ref. Annex 2*) - Delivery time frame stated
- ✓ **Technical Specifications** (*ref. Annex 3*) - Bidder proposed specifications filled in / supporting documentation attached (*data sheet/brochure/catalogue*)
- ✓ **Form of Quotation** (*ref. Annex 7*) - Filled in and signed
- ✓ **Copy of Company's Registration/Incorporation Certificate**

4. Your quotation(s) in the required attached format should be submitted electronically to:

**The Chairman**  
**Central Procurement Board**  
**Ministry of Finance and Economic Planning**  
**Financial Complex**  
**Kingstown**  
**St. Vincent and the Grenadines**  
Email address: [procurement@gov.vc](mailto:procurement@gov.vc)

5. The **deadline** for receipt of your quotation at the address indicated at No. 4 above is **March 19<sup>th</sup> 2025 at 1:00 p.m.**
6. Request for Bid must be done by emailing [epiu.svg@gmail.com](mailto:epiu.svg@gmail.com)/ copied to [tscott@gov.vc](mailto:tscott@gov.vc)

The email submission/s should include the name and address of the Bidder and shall be clearly marked in the subject line as **“Supply of Tablets for the Ministry of Education and National Reconciliation, Kingstown, St. Vincent and the Grenadines.”**