

Procurement Notice

Request for Quotation

Purchaser: **Information Technology Services Division (ITSD)**
Ministry of Finance, Economic Planning and Information Technology

Contract title: **Supply of Software Licenses**

Country: **Saint Vincent and the Grenadines**

Issued on: **22nd May, 2025**

Reference No.: **SVGITSDSOFT-G-RFB-1**

The **Government of Saint Vincent and the Grenadines** has received approval of the estimates of revenue and expenditure for the year 2025, inclusive of funding to be used toward the cost of the **Procurement of Software** and intends to apply part of the proceeds toward payments under the contract for **the Supply of Software Licenses**.

1. The **Information Technology Services Division** in the Ministry of Finance, Economic Planning and Information Technology now invites quotations, in sealed envelopes, from eligible Suppliers for the **Supply of Software Licenses**, namely:
LOT 1- Cisco Umbrella Cloud Security Subscription; Word Fence Care (plugin for Wordpress); ChatGPT Team Annual Plan; and FlippingBook Online.
LOT 2 - Microsoft Office 2019 perpetual license;
2. Bidding will be conducted through open competitive procurement using Request for Quotation (RFQ) as specified in the Public Procurement Act No. 34 of 2018, and is open to all eligible Suppliers as defined in the Procurement Regulations of St. Vincent and the Grenadines.
3. The quotation document in **English** may be requested by interested Suppliers upon the submission of a written application (by email or handwritten) at the address given below.
4. Quotations must be delivered to the address below on or before **Friday, 5th June, 2025 at 2:00 pm (Local Time)**. Electronic Submission of Quotations **will NOT** be permitted. **Late quotations will be rejected**. Quotations will be publicly opened in the presence of the Bidders' designated representatives and anyone who chooses to attend at the address below on **Friday, 5th June, 2025 at 2:15 pm**.
5. All quotations must be accompanied by a Bid-Securing Declaration.
6. The address (es) referred to above is (are):

<u>Address for further information and requesting bidding documents:</u>	<u>Address for Submission of Quotation Documents and Bid Opening</u>
Attn: Mr. Carlon Browne Director Information Technology Services Division, Top floor, Former Inland Revenue Building Cnr. Halifax and Egmont Streets Kingstown cbrowne@gov.vc ; jcreese@gov.vc ; cduncan@gov.vc	Attn: The Chairman Central Procurement Board Ministry of Finance, Economic Planning & Information Technology 2 nd Floor Administrative Centre Bay Street, Kingstown Saint Vincent and the Grenadines