

# 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 for the Public Service**

Country: **Saint Vincent and the Grenadines**

Issued on: **November 24<sup>th</sup>, 2023**

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

The **Government of Saint Vincent and the Grenadines** has received approval of the estimates of revenue and expenditure for the year 2023, 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 for the Public Service**.

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 for the Public Service**, namely: **90 Microsoft Office Professional 2021 licenses, 75 Microsoft Windows 10 Professional licenses and 75 Microsoft Windows 11 Professional licenses**.
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 **December 4, 2023 at 1:00 pm (Local Time)**. Electronic Submission of Quotations **will** 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 **December 4, 2023 at 2:00 pm**.
5. All Quotations must be accompanied by a Bid-Securing Declaration.
6. The address (es) referred to above is (are):

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