

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**

Please reply to: epiu.svg@gmail.com

LETTER OF INVITATION

March 29th 2023

Dear Sir/Madam

SUBJECT: REQUEST FOR QUOTATION

UPGRADING OF ARGYLE PRIMARY SCHOOL EARLY CHILDHOOD CENTRE

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 UGRADING OF THE ARGYLE PRIMARY SCHOOL EARLY CHILDHOOD CENTRE

The works to be undertaken includes UPGRADING A PART OF THE EXISTING BUILDING TO HOUSE AN EARLY CHILDHOOD CENTER AS WELL AS EXTERNAL WORKS.

The project shall be managed by the MINISTRY OF EDUCATION ALONG WITH THE MINISTRY OF TRANSPORT AND WORKS

The Ministry of Education now invites you to submit sealed Quotation for Works under this Contract in accordance with the attached Bidding Documents which are inclusive of:

1. Invitation to Quote
2. Instructions to Bidders for Preparing Quotations
3. Conditions of Contract
4. Specifications
5. Form of Quotation
6. Bill of Quantities
7. Drawings
8. Form of Contract Agreement
9. Requirements of Bid and Evaluation Particulars

Kindly also note that:

2. **One (1) copy** of all drawings and specifications will be furnished free of cost to the Bidder for his/her use.
3. The site may be inspected by arrangement with the Ministry Of Education And National Reconciliation along with the Ministry of Transport And Works. whose contact information is given below.

The Ministry of Education Contact is:
EDUCATION ANNEX,
COREAS ADMINISTRATIVE BUILDING,
HALIFAX STREET, KINGSTOWN,
ST. VINCENT AND THE GRENADINES,
TELE #784-457-0178

4. Bidding procedure will be in accordance with the Instruction to Bidders.
5. Examination and adjustment of priced Bill(s) will be in accordance with the Instructions to Bidders.
6. The Bidder shall prepare **one original and one copy** of the document comprising the bid/quotation, which should comprise the following:
 - i) Form of Quotation – filled in and signed
 - ii) Priced Bill of Quantities
 - iii) Qualification and Experience Information

Each such set shall be submitted in an inner envelope within an outer envelope, with each document and each envelope being clearly marked "ORIGINAL" or "COPY" as appropriate. If there is any discrepancy between them, the ORIGINAL shall prevail.

7. The originals and copies of the Tender shall be signed by a person or persons duly authorised to bind the bid/quotation. All pages of the Appendix to Bid and Schedules where entries or amendments have been made shall be initialed by the person(s) authorised to sign on the Bidder's behalf.

8. The inner and outer envelopes shall be addressed to:

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

and shall bear the following identification:

**BID FOR UPGRADING OF ARGYLE PRIMARY SCHOOL EARLY CHILDHOOD
CENTRE**

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**

Bid submission Date and Time –

**May 11th 2023
1:00 pm**

9. Bidders should submit 3 hard copies of the bid.
10. Late Tenders will be rejected.
11. Address for inspection and clarification of Bidding Documents:

**The Procurement Officer
OECS PEARL
Education Annex
1st Floor Coreas Administrative Building
Halifax Street
Telephone: 784-457-0178
Email: epiu.svg@gmail.com**
12. The Employer is not bound to accept the lowest or any Bid/Quotation received.

Signed: _____

**MINISTRY OF EDUCATION AND
NATIONAL RECONCILIATION**



ST. VINCENT & THE GRENADINES

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