

Date: November 3, 2025

**Attention Bidders**

Dear Sir/ Madam,

**SECTION 1 – INVITATION LETTER – SUPPLY OF PHOTO COPIER/COPY PRINTER**

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 & 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  
2<sup>nd</sup> Floor Financial Complex  
Kingstown  
St Vincent and the Grenadines**

5. The prices should be quoted for delivery CIF to the following location/s: **Ministry of Education Exam Unit, Halifax Street, Kingstown, St. Vincent** 0.2 miles from Port Kingstown (Approximately 2 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 **November 13<sup>th</sup> 2025 at 1:00p.m**

**Bids are to be submitted to the:**  
**The Secretary**  
**Central Procurement Board**  
**Ministry of Finance**  
**2<sup>nd</sup> Floor Financial Complex**  
**Kingstown**  
**St Vincent and the Grenadines**

**8. Eligible Goods and Services – *CARICOM COMPANIES***

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.

Further information can be obtained from the Education Project Implementation Unit, Education Annex, Ministry of Education and National Reconciliation, Halifax Street

Kingstown. Clarifications may be requested by emailing [epiu.svg@gmail.com](mailto:epiu.svg@gmail.com) not later than 5 days before the bid submission deadline.

Please confirm the receipt of this invitation and whether or not you will submit price quotations.

Yours sincerely,

  
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Vivian Crooke  
Project Coordinator