Organisation of Eastern Caribbean States

The OECS Commission
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Project Title: **Building Capacity and Resilience in the Health Sector to Respond to The Coronavirus-2019 Building Public Health System Resilience -Coronavirus Disease 2019 Response**

Source of Funding: **Caribbean Development Bank**

Contract Title: **Procurement of ICT Equipment for MOH Saint Lucia**

Reference: **LC-CDB PPS COMMISSION-211124-GO-RFB**

Date: 21 October 2024

To: Potential Bidder

Dear Sir/ Madam

SECTION 1: LETTER OF INVITATION
SUBJECT: REQUEST FOR BIDS: PROCUREMENT

As part of a CDB-funded health-strengthening project, OECS-PPS would like to invite you to submit price quotation(s) for the supply of the following items: ***(Technical Specifications attached in Section 2):***

Category	Description	Quantity
Information and Communication Technology	External Hard Drive	2
	Smart Board	1
	Printer scanner (heavy duty)	1
Information and Communication Technology	Computer System	5

1. You must quote for the supply of the equipment under this Invitation. Price quotations will be evaluated for the item and contract awarded to the firm offering the lowest evaluated total cost of the item. You must also include the cost of shipping and handling for the item.

2. Bidders are required to submit their bids dually.

   2.1 Bidders shall submit their bids via the e-PPSS platform utilising the following link, **procurement.oecs.org**. Registration onto the system is required before bids can be submitted. Please refer to the document entitled "Supplier Registration for e-PPSS" for registration instructions. Support will be provided to bidders who require assistance for tender submissions.

   Additionally, Your quotation (s) in the required attached format (**format a*ttached in Section 2 and 3***) should be submitted in a password protected document electronically to:

   Vernil Ferdinand, Procurement Assistant

   At the following email address: **pps@oecs.int**

   2.2 Passwords for the documents must be submitted within one (1) hour after the deadline. The email submissions should include the name and address of the Bidder and shall be clearly marked in the subject line as **"BID for the Procurement of Cold Chain Equipment, Reference # LC-CDB PPS COMMISSION-211124-GO-RFB".**

3. Your quotation(s) must be submitted in English and should be accompanied by adequate technical documentation and catalogue(s) where possible or other printed material or pertinent information (also in English) for all items indicated within. We encourage you to use the **Prices and Schedule for Supply Table, Item 1 in Section 3** for completing your quotation, as it will allow you to specify all the required information: *e.g., your technical specifications for all items, validity period for the price quotation (minimum of 60 days from the deadline to submit quotations), shipping and handling costs, etc.*

4. The **deadline** for receipt of your quotation(s) at the address indicated is **on or before 3:00 p.m., Atlantic Standard Time (AST), on November 5, 2024**.

5. Your quotation(s) should be further submitted as per the following instructions.

   (i) PRICES: The prices should be quoted in United States Dollars (USD) for the total cost at the final destination (the total cost must include the breakdown of all taxes, VAT, customs duties and taxes, inland transportation, insurance, loading and unloading domestically supplied goods plus the price of delivery to the place of destination) as per the Prices and Schedule for

Supply Table, Item 1, Section 3 for delivery to the final destination:

Ezra Long Laboratory
Owen King European Union Hospital
Millennium Heights Medical Complex
Millennium Highway
Castries, Saint Lucia
Telephone: 758 458-6500

(i) EVALUATION OF QUOTATIONS:

Offers determined to be substantially responsive to the technical specifications will be evaluated by comparison of their US dollar total prices (by converting their CIF/CIP/Ex-Works price to the Eastern Caribbean Dollars (national currency of the Eastern Caribbean) at a fixed USD: XCD exchange rate of 1:2.7. The award will be made to the firm which offers the lowest evaluated price and meets the required standards of technical and financial capabilities.

a) Experience and Technical Capacity

The Bidder shall furnish documentary evidence (brochures, testimonials, etc.) to demonstrate its experience and competence in the supply of at least one (1) contract for laboratory equipment (based on bids submitted for the named goods) within the last five (5) years.

b) Compliance with Technical Specifications

The Bidder shall furnish documentary evidence to demonstrate that the Goods it offers meets the requirements stipulated in the Technical Specifications.

In evaluating the quotations, the Purchaser will determine for each bid the evaluated price by adjusting the price quotation by making any correction for any arithmetical errors as follows:

- where there is a discrepancy between amounts in figures and in words, the amount in words will govern;
- where there is a discrepancy between the unit rate and the line-item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern;
- if a Supplier refuses to accept the correction, his quotation will be rejected.

(iii) AWARD OF CONTRACT/PURCHASE ORDER: The award will be made to the bidder offering the lowest evaluated price for each item and that substantially meets the required standards of technical and financial capabilities. The successful bidder will sign a Contract

as per attached form of contract and terms and conditions of supply.

(iv) VALIDITY OF THE OFFER: Your quotation(s) should be valid for a period of sixty (60) days from the deadline for receipt of quotation(s) indicated in Paragraph 5 above.

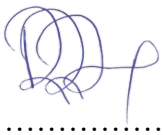
6. Further information can be obtained from Mr. Vernil Ferdinand *Telephone: (758)* 455-6396 *or Email: pps@oecs.int*

7. Inspections and Audits

   7.1 The Supplier shall carry out all instructions of the Purchaser, which comply with the applicable laws where the destination is located (Saint Lucia).

8. **Please confirm the receipt of this invitation and whether or not you will submit a price quotation.**

Yours sincerely,



…….

Roselyne Opel

OECS Pooled Procurement Services

SECTION 2: TECHNICAL SPECIFICATIONS (required and offered)

The minimum specifications/requirements are as detailed below.

- All items (and incorporated components and materials) shall be new, unused, and of the most recent or current models, shall incorporate all recent improvements in design and materials, and shall be subject to 'technology upgrade' at the time of delivery to the Purchaser.

- Where reference is made to particular brand name products or terminology, the Bidder's proposed supply must be substantially or at least equivalent.

- The Bidder shall furnish documentary evidence (brochures, etc.) to demonstrate that the Goods it offers meets the requirements stipulated in the Technical Specifications.

- The specifications below are the minimum acceptable requirements. As such, proposed specifications superior to what has been indicated will be welcomed.

- Vendors are required to report on the availability of each of the minimum requirements so that their quotations may be considered.

The goods shall be inspected on delivery and assembly, to assess whether:

- The right goods have been procured according to the Contract Agreement;
- The Physical parts of the goods are new, unused and without defects or damage;
- All are in good working condition and conform to the detailed specifications.

The goods shall be inspected by the Purchaser's representative, in the presence of a duly authorized Supplier's representative. The results shall be documented and communicated to (Name of Unit/Project) for issuance of Acceptance Certificate and payment, or for necessary redress.

The Purchaser may reject any Goods or any part thereof that fail to pass inspection or do not conform to the specifications. The Supplier shall either rectify or replace such rejected Goods or parts thereof or make alterations necessary to meet the specifications at no cost to the Purchaser, and shall repeat the inspection, at no cost to the Purchaser.

No.	**Item Description**	**Qty**	**Technical Specifications** *Below are our required specifications, which have been listed for your guidance. The Technical Specifications offered should meet the minimum requirements.*	**Technical Specifications- Supplier** *Please list in this column detailed specifications of the items for which you are quoting in order for us to make sound comparisons between your specifications and ours (specify warrantees where relevant).*
1.	External Hard Drive	2	● At least 8TB - USB 3.0 port; USB 2.0 compatible ● Up to 180 MB/s Data Transfer Speed 7200 rpm ● Or Equivalent	

2.	Smart Board	1	● Interactive Whiteboard ● 75" 4K UHD Smart Whiteboard ● Interactive Touch Screen ● Smart Board for Classroom and Business (with a Stand) ● Stylus. CPU A55 ● Android 11, 4-8GB RAM, 64-128G Storage ● Or Equivalent	
3.	Printer Scanner (Heavy Duty)	1	● Standard functions: Copy, Email, Fax, Print, Scan ● 500+ GB Hard Disk ● WiFi Printing ● Print speed: Colour: up to 40 ppm, Black: up to 40 ppm ● Standard paper capacity:251 sheets.Two-sided output: Standard ● Connectivity: Gigabit Ethernet 10/100/1000, Hi-Speed USB 2.0 (Type A), Hi-Speed USB 2.0 (Type B) ● NFC (optional: AirPrint™ (iOS) including iBeacon (Bluetooth), Wi-Fi (802.11 b/g/n/ac), Wi-Fi Direct) ● Warranty: minimum 2 years ● Or Equivalent	

4.	Computer System	5 (**Each system contains 1 Laptop, 1 23-inch Monitor, 1 USB Docking Station, 1 Speaker**)	● **Laptop:** 14-inch display, with built-in camera & microphone Intel Core i5 quad-core processor or higher 256GB SATA SSD Windows 11 Pro 64-bit 16 GB or higher memory Backlit internal US English Qwerty keyboard Office 365 Business subscription for 5 years ● **23-inch Monitor:** with adjustable height stand, HDMI, and DP connectors ● **USB Docking Station:** capable of charging the laptop, with DP and HDMI ports ● Wireless keyboard and mouse combo ● Speakers - Soundbar compatible with specified monitor or desktop speakers Bag ● OR Equivalent	

SECTION 3 – TERMS AND CONDITIONS OF SUPPLY

Project Title:

Purchaser:

Contract Ref:

1. Prices and Schedules for Supply: Note delivery to the address indicated in 5 above

No	Item (as per specifications offered in the Technical Specifications table)	Qty	Unit price *Please choose one of the following options:* 1. CIF 2. EXW plus the price of delivery to the place of destination (*insert currency*)	Total price *Please choose one of the following options:* 1. CIF 2. EXW plus the price of delivery to the place of destination (*insert currency*)	Custom duties, import and other taxes applicable for goods imported in Country **with regard to the Total price *(c)*** (*insert currency*)	Total including custom duties, import and other taxes applicable for goods imported in Country (*insert currency*)	Delivery Time needed from contract signing till delivery to the place of destination (days)
		(a)	*(b)*	*(c) = (a) x (b)*	*(d)*	*(e)= (c) + (d)*	*(f)*
1.	**External Hard Drive**	[2]					
	Manufacturer: *(please fill in)* Model: Country of origin:						
2.	**Smart Board**	[1]					
	Manufacturer: *(please fill in)* Model: Country of origin:						
3.	**Printer Scanner (Heavy Duty)**	[1]					

	Manufacturer: *(please fill in)* Model: Country of origin:						
4.	**Computer System**	[5]					
	Manufacturer: *(please fill in)* Model: Country of origin:						
					Sub Total :		
					VAT (15%):		
					TOTAL :		

Note: In case of discrepancy between unit price and total derived from unit price, the unit price shall prevail.

1. Fixed Price: The prices indicated above are firm and fixed and not subject to any adjustment during contract performance.

2. The Purchaser reserves the right at the time of contract finalization to increase by up to 15% the quantity of goods and services originally specified without any change in unit prices as well as other terms and conditions.

3. Delivery Schedule: The delivery should be completed within eight (8) weeks but not exceeding twelve (12) weeks from the date of contract signature.

4. Insurance: The supplier is responsible for all kinds of insurance until the goods delivered and installed (if applicable) to the address of the Purchaser. For the readily available goods in the country of Purchase, the Purchaser will not assume any responsibility until goods are delivered and installed to the final place of destination. In case of goods supplied from abroad specifically for this Contract; the Goods supplied shall be fully insured in a freely convertible currency against loss of damage incidental to manufacture or acquisition, transportation, storage and delivery. The insurance shall be in an amount equal to 110 percent of the total value of the Goods from «Warehouse» to «Warehouse» on «All risks» basis, including «War Risks». The Supplier shall arrange and pay for cargo insurance, naming the Purchaser as the beneficiary.

5. Applicable Law: The Contract shall be interpreted in accordance with the laws of Saint Lucia.

6. Resolution of Disputes: The Purchases and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute between them under or in connection with the Contract. In the case of a dispute between the Purchaser and the Supplier, the dispute shall be settled in accordance with the provisions of the United Nations Commission on International Trade Law (UNCITRAL) Arbitration Rules.

7. Delivery and Documents:

Upon shipment, the Supplier shall notify the Purchaser and the Insurance Company by email or fax the full details of shipment, including description of goods, quantity, the vessel, the Shipping and Forwarding Receipt from freight Company showing full details, port of loading, date of shipment, port of discharge, etc. (if applicable). The Supplier shall mail the following documents to the Purchaser (if applicable), with a copy to the Insurance Company:

(i) Supplier's invoice showing goods' description, quantity, unit price, and total amount;

(ii) Airway Bill or Bill of Lading, 1 Original and 2 Copies marked «freight prepaid»;

(iii) Packing list identifying contents of each package;

(iv) manufacturer's and/or supplier's warranty certificate;

(v) certificate of origin;

(vi) certificate of quality.

The above documents shall be received by the Purchaser at least one week before arrival of the goods at the port of place of arrival and, if not received, the Supplier shall be responsible for any consequent expenses.

8. Payment for your invoice will be made as follows:

- 60% of the contract price upon delivery of goods; and
- 40% of the contract price paid within thirty (30) days after the date of receipt of the goods and the issuance of the acceptance certificate for the respective delivery issued by the Purchaser.

9. Warranty: Goods offered should be covered by a manufacturer's warranty. The requested warranty for the item can be found in **Section 2: Technical Specifications**. Please specify the warranty period and terms in detail.

10. Packaging and Marking Instructions: The Supplier shall provide standard packing of the Goods as required to prevent damage or deterioration during transit to their final destination, as indicated in the Contract.

11. Defects: All defects will be corrected by the Supplier without any cost to the Purchaser within 30-days from the date of notice by Purchaser.

12. Force-Majeure: The supplier shall not be liable for penalties or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force-Majeure.

For purposes of this clause, "Force-Majeure" means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but not restricted to, act of Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

If a Force-Majeure situation arises, the Supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by Force-Majeure event.

13. Required Technical Specifications

a. General Description
b. Specific details and technical standards
c. Performance Parameters

Supplier confirms compliance with above specifications **(In case of deviations supplier to list all such deviations).**

14. Failure to Perform: The Purchaser may cancel the Agreement if the Supplier fails to deliver the Goods, in accordance with the above terms and conditions, in spite of a 21 day notice given by the Purchaser, without incurring any liability to the Supplier.

NAME OF SUPPLIER:_____

Authorized Signature:_____

Place:_____

Date:_____

SECTION 4. CONTRACT: AGREEMENT

THIS AGREEMENT made the ……. day of ..…… 2024 between the Organisation of Eastern Caribbean States Pooled Procurement Services Unit hereinafter called "the Purchaser") of the one part and …….. (hereinafter called "the Supplier") of the other part:

WHEREAS the Purchaser has invited quotation for _____(description of goods) to be supplied by Supplier, viz. Contract _____, (hereinafter called "Contract") and has accepted the Bid by the Supplier for the supply of goods under Contract at the sum of _____ (_____) hereinafter called "the Contract Price".

NOW THIS AGREEMENT WITNESSES as follows:

1. The following documents shall be deemed to form and be read and construed as part of this agreement, viz:

a) Request for Quotation; Term and Conditions of Supply, Technical Specification;

b) Addendum (if applicable);

c) Suppliers Quotation

2. Taking into account payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby concludes an Agreement with the Purchaser to execute and complete the supply of Contract and remedy any defects therein in conformity with the provisions of Contract.

3. The Purchaser hereby covenants to pay in consideration of the goods supply and acceptance of Contract and remedying of defects therein, the Contract Price in accordance with Payment Conditions prescribed by Contract.

4. Termination

4.1 Termination for Default

a) The Purchaser, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Supplier, may terminate the Contract in whole or in part:

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i. if the Supplier fails to deliver any or all of the Goods within the period specified in the Contract, or within any extension thereof granted.

ii. if the Supplier fails to perform any other obligation under the Contract; or

iii. if the Supplier, in the judgment of the Purchaser, has engaged in fraud and corruption, as defined in Clause 5 below, in competing for or in executing the Contract.

b) In the event the Purchaser terminates the Contract in whole or in part, the Purchaser may procure, upon such terms and in such manner as it deems appropriate, Goods or Related Services similar to those undelivered or not performed and the Supplier shall be liable to the Purchaser for any additional costs for such similar Goods or Related Services. However, the Supplier shall continue performance of the Contract to the extent not terminated.

4.2 Termination for Insolvency.

a) The Purchaser may at any time terminate the Contract by giving notice to the Supplier if the Supplier becomes bankrupt or otherwise insolvent. In such event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to the Purchaser.

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4.3 Termination for Convenience.

a) The Purchaser, by notice sent to the Supplier, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Purchaser's convenience, the extent to which performance of the Supplier under the Contract is terminated, and the date upon which such termination becomes effective.

b) The Goods that are complete and ready for shipment within twenty-eight (28) days after the Supplier's receipt of notice of termination shall be accepted by the Purchaser at the Contract terms and prices. For the remaining Goods, the Purchaser may elect:

(i) to have any portion completed and delivered at the Contract terms and prices; and/or

to cancel the remainder and pay to the Supplier an agreed amount for partially completed Goods and Related Services and for materials and parts previously procured by the Supplier

5. Fraud and Corruption

6. If the Purchaser determines that the Supplier and/or any of its personnel, or its agents, or its Subcontractors, consultants, service providers, suppliers and/or their employees has engaged in corrupt, fraudulent, collusive, coercive or obstructive practices (as defined in the prevailing World Bank's sanctions procedures), in competing for or in executing the Contract, then the Purchaser may, after giving 14 days notice to the Supplier, terminate the Supplier's employment under the Contract and cancel the contract, and the provisions of Clause 4 shall apply as if such expulsion had been made under Sub-Clause 4.1.

7. Inspections and Audits

6.1 The Supplier shall carry out all instructions of the Purchaser which comply with the applicable laws where the destination is located.

The Supplier shall permit, and shall cause its Subcontractors and consultants to permit, the World Bank and/or persons appointed by the World Bank to inspect the Supplier's offices and all accounts and records relating to the performance of the Contract and the submission of the bid, and to have such accounts and records audited by auditors appointed by the World Bank if requested by the World Bank. The Supplier's and its Subcontractors and consultants' attention is drawn to Clause 5 Fraud and Corruption, which provides, inter alia, that acts intended to materially impede the exercise of the World Bank's inspection and audit rights constitute a prohibited practice subject to contract termination (as well as to a determination of ineligibility pursuant to the World Bank's prevailing sanctions procedures).

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Signature and seal of the Purchaser:	**Signature and seal of the Suppler:**
FOR AND ON BEHALF OF OECS PPS	FOR AND ON BEHALF OF
_____	_____
Didacus Jules (PhD)	Name of Authorized Representative
Director General	

Form of Quotation

_____ (Date)

To: **Vernil Ferdinand**
Procurement Assistant
OECS Commission
Morne Fortune
Castries
SAINT LUCIA

We offer to execute the_____(Purchaser to fill name and number of Contract) in accordance with the Conditions of Contract accompanying this Quotation for the Contract Price of _____(amount in words and numbers) (_____) (name of currency). We propose to complete the delivery of Goods described in the Contract within a period of _____calendar days from the Date of Signing of the Contract.

This Quotation and your written acceptance will constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any Quotation you receive.

We hereby confirm that this Quotation complies with the Validity of the Quotation required by the proposal documents.

Authorized Signature: _____

Name and Title of Signatory: _____

Name of Supplier: _____

Address: _____

Phone Number _____

e-mail address: _____