Open Competitive Tendering

For the Supply of Goods

Procuring Entity: Department of Finance, Constituency Development and People Empowerment
Procuring Entity Address: Finance Administrative Centre, Pointe Seraphine, Castries, Saint Lucia
Public Procurement Contract Name: 2026-2027 Procurement of Office Supplies, Furniture and Equipment, Computers and Laptops.
Procurement Contract Reference No.: FIN-ITT-O-G-002/2026-27

Date of issue: October 06, 2026

TO: ALL INTERESTED SUPPLIERS

Department of Finance of Saint Lucia ("the Procuring Entity") requests your tender for the supply of Stationery and Office Supplies, Office Furniture and Equipment, Desktop Computers and Laptops ("the Goods").

Your tender shall be submitted by the **deadline of November 18, 2026** in accordance with the instructions stated in the Tendering Documents and the attached form of Public Procurement Contract Agreement.

The goods shall be delivered against the following delivery terms: DAP (Delivered at Place) Government Warehouse, Massade, Gros Islet, Saint Lucia.

Any Public Procurement Contract resulting from this tender shall be subject to Section Vlll. General Conditions of Contract for the Supply of Goods and Section IX. Special Conditions of Contract for the Supply of Goods, attached.

All tenders shall require a validity period of (90 days) from the deadline for submission of tenders in accordance with instructions stated in the Instruction to Tenderers (ITT) Sub-Clause 13.1.

All communications with the Procuring Entity about this tender must be made in writing in accordance with the instructions stated in ITT Sub-Clause 7.1.

We request your confirmation of receipt of the tendering documents and that you inform us by November 02, 2026 whether you intend to submit a tender in response to the tendering documents

This tender is issued in accordance with the Public Procurement Act, Cap. 15.10 of the Revised Laws of Saint Lucia ("the Act").

Yours faithfully,

Francis Fontenelle
PERMANENT SECRETARY

Tendering Document for the Procurement of Goods

Sections of the Tendering Document

PART 1 – OPEN COMPETITIVE TENDERING PROCEDURES

Section I. Instruction to Tenderers (ITT)
This section provides information to assist tenderers prepare a tender, describing the procurement process including details of the evaluation and award of public procurement contracts.

Section II. Tendering Data Sheet (TDS)
This section supplements Section I. Instruction to Tenderers, providing the specific provisions to this procurement process.

Section III. Evaluation and Qualification Criteria
This section specifies the criteria that will be utilised to determine the lowest evaluated substantially responsive tender.

Section IV. Tender Submission Forms
This section provides additional forms required as part of the tender submission.

PART 2 – SUPPLY REQUIREMENTS

Section V. Schedule of Requirements
This section provides details of the goods to be procured, including, quantity, specification, drawings, location and timeframe for delivery. In addition, details of any inspection and test requirements shall be stated.

PART 3 – PUBLIC PROCUREMENT CONTRACT

Section VI. Contract Forms
This section includes the Public Procurement Contract Agreement and a bank guarantee and advance payment security forms, for use, where required.

Section VII. Contract Schedule
This section provides a summary of the goods to be procured including specifying the quantity, location and price of the public procurement contract. Specifications shall be attached as an appendix, where required.

Section VIII. General Conditions of Contract for the Supply of Goods (GCC)
The section includes the general clauses to be applied to the public procurement contract.

Section IX. Special Conditions of Contract for the Supply of Goods (SCC)
This section supplements section VIII. General Conditions of Contract, providing the specific clauses for any resulting public procurement contract under this procurement process.

Instruction to Tenderers (ITT)

1 Scope of Tender

1.1 The procuring entity issues this tender for the supply of goods as specified in **Section V. Schedule of Requirements**.

1.2 Definitions: Throughout the tendering documents:

(a) "act" means the Public Procurement and Asset Disposal Act, No. 19 of 2015;

(b) "days" means calendar days unless stated otherwise;

(c) "goods" means objects of every kind and description including commodities, raw materials, manufactured products and equipment, industrial plant, objects in solid, liquid or gaseous form, and services incidental to the supply of the goods such as freight and insurance;

(d) "joint venture" means a business arrangement in which two or more parties agree to pool their resources for the purpose of submitting a specific tender or for cooperating in the longer term independently of any particular tender and may include consortia, associations and other forms of formal cooperation;

(e) "lot" means the division of the goods, services or works into several complete parts for tendering;

(f) "person" includes a corporation or unincorporated body;

(g) "procuring entity" –

i. means a Ministry, department or other agency of Government;

ii. includes a Ministry that acts on behalf of a Constituency Council or statutory body;

(h) "regional" means the Organisation of Eastern Caribbean States (OECS);

(i) "responsive" in relation to a tender, means receptive to the basic requirements of a tender regarding ability to perform and complete on time;

(j) "specification" includes any description of –

i. the physical or functional characteristic of works, goods or services; and

ii. the nature of works, goods or services; and

iii. any requirement for inspecting, testing or preparing works, goods or services for delivery;

(k) "supplier" means a person, including a joint venture, who provides or could provide goods, services or works to a procuring entity;

(l) "tender" means an offer made in response to an invitation by a procuring entity and includes any tender or proposal;

(m) "tenderer" means a person, including a joint venture, who has submitted a tender;

(n) "tendering document" –

i. means any instrument issued by a procuring entity on the basis of which tenderers prepare tenders; and

ii. includes any instrument which contains instructions to tenderers, specifications, maps, designs, terms of reference, work schedules, evaluation criteria, bills of quantities, conditions of public procurement contact or other similar items; and

(o) "tender security" means the commitment instrument required to ensure that a tender remains valid during the period stated in the tendering document.

2 Tendering Document

2.1 The tendering document consist of the following:

(a) Invitation to Tender; and

(b) Section I. Instruction to Tenderers (ITT); and

(c) Section II. Tendering Data Sheet (TDS); and

(d) Section III. Evaluation and Qualification Requirements (EQR); and
(e) Section IV. Tender Submission Forms; and
(f) Section V. Schedule of Requirements; and
(g) Section VI. Contract Forms;
(h) Section VII. Contract Schedule;
(i) Section VIII. General Condition of Contract for the Supply of Goods (GCC); and
(j) Section IX. Special Conditions of Contract for the Supply of Goods (SCC).

3 Eligibility of Tenderers

3.1 Only invited tenderers to whom this tender is addressed may submit a tender in response to the tendering documents.

3.2 A tenderer may be a person, private entity or government-owned entity, as permitted in ITT Sub-Clause 3.6, or any combination of such entities, supported by a letter of intent to enter into an agreement or under an existing agreement in the form of a joint venture.

3.3 Where a tenderer is constituted in the form of a joint venture:

(a) all parties to the joint venture shall be jointly and severally liable for the public procurement contract; and

(b) the joint venture shall nominate a representative who shall have the authority to act for and on behalf of any and all parties of the joint venture during the tendering process and, in the event the joint venture is awarded the public procurement contract, during the execution of the contract.

3.4 There is no limit on the number of members in a joint venture, unless specified **in the TDS**.

3.5 A tenderer shall demonstrate to the satisfaction of the procuring entity that it:

(a) has the legal capacity to enter into the public procurement contract; and

(b) is not insolvent, in receivership, bankrupt or being wound up, its affairs are not being administered by a court or a judicial officer, and its business activities have not been suspended; and

(c) has fulfilled obligations to pay taxes and social security contributions; and

(d) complies with the laws of Saint Lucia; and

(e) does not have a conflict of interest in relation to the public procurement requirement; and

(f) or any director or officer, has not been convicted of any criminal offence relating to the professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a public procurement contract within a period of five (5) years preceding the commencement of the public procurement procedure; and

(g) is not subject to suspension, or none of its directors or officers have been associated with a tenderer or supplier subject to suspension in Saint Lucia, the region or internationally.

3.6 A government-owned tenderer is eligible if it can establish that it is legally and financially autonomous and is not a dependent agency of the procuring entity.

3.7 Tenderers shall provide such evidence of its continued eligibility as the procuring entity may reasonably request during the procurement process and the performance of any resulting public procurement contract.

4 Qualification of Tenderers

4.1 A tenderer participating in the procurement process shall possess the necessary professional, technical, financial and managerial resources and competence to

effectively perform a public procurement contract to supply the goods stated in the Schedule of Requirements.

4.2 A tenderer shall possess all valid registration and licensing requirements to perform the proposed public procurement contract, as stated **in the TDS**.

4.3 Where the pre-qualification process has been completed as part of the open competitive tendering procedure:

(a) all tenderers invited to submit a tender shall be determined to be qualified; and

(b) the tenderer submitting the lowest evaluated substantially responsive tender shall be subject to verification of their qualification to take account of any change since the original pre-qualification submission.

4.4 Where the pre-qualification process has not been completed as part of the open competitive tendering procedure, the procuring entity shall undertake post-qualification. The qualification requirements shall be stated in the Evaluation and Qualification Criteria.

4.5 The determination of the qualification of the selected tenderer shall be based solely upon the information submitted in the Evaluation and Qualification Criteria of its tender.

4.6 The selected tenderer must be considered to be qualified to be awarded a public procurement contract. In the case of a joint venture, the determination shall be based on the joint venture submission. If the joint venture has not been legally constituted at the time of tendering, the post-qualification shall be undertaken on all the future partners as named in the Tenderer Information Form of the tender submission.

4.7 Should it be determined that the tenderer is not qualified based on its tender submission, the tenderer shall be considered non-responsive and rejected and the next lowest evaluated substantially responsive tender shall be evaluated to determine whether it is qualified to execute the public procurement contract. This process shall be repeated until a successful determination is made on the qualifications of a tenderer.

5 Conduct of Tenderers and Suppliers

5.1 All tenderers and suppliers must act in accordance with Article 114 of the Act.

6 Cost of Tendering

6.1 A tenderer is solely responsible for all expenses incurred in preparation and submission of its tender. The procuring entity shall not be liable for any costs or expenses incurred by a tenderer as a result of participating in this procurement process.

7 Pre-Tender Meeting

7.1 Tenderers are invited to attend a pre-tender meeting, as indicated **in the TDS**. The purpose of the meeting shall be to clarify issues and to answer questions on any matter that may be raised at that stage. Failure to attend a pre-tender meeting shall not be cause for disqualification.

7.2 Tenderers are required, as far as possible, to submit any questions in writing to the procuring entity not later than the timeframe before the pre-tender meeting, as indicated **in the TDS**.

7.3 Minutes of the pre-tender meeting, including the questions raised, without identifying the source, and the responses given, together with any responses prepared after the meeting, shall be sent promptly to all tenders who have obtained the tendering documents directly from the procuring entity.

8 Clarification and Modification of the Tendering Documents

8.1 A tenderer, by notice, may seek clarification or modification of the tendering documents by contacting the procuring entity in writing at the procuring entity's address as specified **in the TDS**.

8.2 All requests, by notice, for clarification or modification of a tendering document shall be made at least ten (10) days before the deadline for the submission of the tender.

8.3 The procuring entity shall respond in writing to all notices at least seven (7) days before the deadline for submission of the tender, without identifying the source of the notice. The procuring entity shall provide the response to all tenderers to whom the tendering documents have been sent.

8.4 The procuring entity may modify the tendering document by issuing an addendum before the deadline for submission of the tender. Any addendum issued shall be provided to all tenderers to whom the tendering documents have been sent.

8.5 As a result of a request for clarification or modification, the procuring entity may convene a meeting of all invited tenderers. Any resulting meeting will be undertaken in accordance with ITT Clause 7.

8.6 The procuring entity may extend the deadline for the submission of tenders to allow tenderers an opportunity to take such modifications into account in preparing their tenders.

9 Documents Comprising the Tender

9.1 The documents required for the submission of a tender are detailed **in the TDS**.

9.2 The tender submission form, or where required, the tender securing declaration, shall be submitted without any alterations of its format and no substitutes shall be accepted. Any alterations or substitutions shall lead to the tender to be determined as non-responsive, in accordance with ITT Clause 21.

10 Language of Tenders

10.1 Tenders and any subsequent correspondence or documents relating to the tender exchanged by the tenderer and the procuring entity, shall be written in English.

11 Alternative Tenders

11.1 Alternative tenders shall not be permitted, unless otherwise specified **in the TDS**.

11.2 Where alternative tenders are permitted, the method for evaluating those alternatives shall be specified **in the TDS**.

12 Tender Prices

12.1 The price offered by the tenderer in the completed Price Schedule Form of its submitted tender shall be the total price conforming to all the requirements of the tendering document and in accordance with the relevant Incoterm specified **in the TDS**.

12.2 Prices offered in the tender shall correspond to 100% of the items specified for each lot and for 100% of the quantities specified for each item of a lot, unless partial tenders shall be permitted, as indicated **in the TDS**. Tenderers wishing to offer any discounts for the award of more than one contract shall specify the applicable price reduction and indicate the method for its application.

12.3 The use of lots shall be evaluated and awarded in accordance with ITT Clause 13.

12.4 The disaggregation of price components in the Price Schedule Form is required solely for the purpose of facilitating the comparison of tenders. This shall not in any way limit the procuring entity's right to contract on any of the terms offered.

12.5 The prices offered in the Price Schedule Form, shall state:

(a) for goods of origin in Saint Lucia:
   i. the price of the goods in accordance with the Incoterm specified; and
   ii. any sales and other taxes already paid or payable on the goods upon an award of the public procurement contract.

(b) For goods of origin outside Saint Lucia that have already been imported:
   i. the price of the goods in accordance with the Inco term specified; and
   ii. any customs duties and other import taxes already paid or to be paid; and
   iii. any sales and other taxes already paid or payable on the goods upon an award of the public procurement contract.

(c) For goods of origin outside Saint Lucia that are to be imported:
   i. the price of the goods in accordance with the Incoterm specified; and
   ii. the price of insurance, inland transportation and other local services, as required by the applicable Incoterm.

12.6 Prices offered within a tender shall be fixed during the performance of any resulting public procurement contract and not subject to variation, unless otherwise specified **in the TDS**. Where variation is not permitted, tenders submitted with an adjustable price offer shall be treated as non-responsive and rejected. Where variation is permitted, the tenderer may apply an adjustment in accordance with any instructions provided within the TDS. A tender submitted with a fixed price applicable throughout the contract, shall have the price adjustment treated as zero.

13 Lots

13.1 Where the Schedule of Requirements is divided into lots, the tenderer may submit a tender for a single lot, any combination of lots or all lots.

13.2 All lots and items for which a tenderer is providing an offer, must be listed and priced separately in the Price Schedule Form.

13.3 Where one or more lots have not been awarded, the procuring entity may, in any new public procurement procedures, modify the division of the lots that have not been awarded.

13.4 The procuring entity may award all the lots to the same tenderer, if such an award achieves the lowest evaluated substantially responsive tender for the combined lots.

14 Currency of Tender

14.1 The tenderer shall submit its tender in a currency stipulated **in the TDS**.

14.2 Payment shall be made in the currency of the public procurement contract.

15 Establishing the Eligibility and Specifications of the Goods

15.1 The tenderer shall state whether the goods offered "comply" or "not comply" to each characteristic of the specification stated in the Schedule of Requirements to demonstrate the substantial responsiveness of the goods offered. Failure to comply with all characteristics of the specification, shall be considered non-responsive and rejected, unless alternatives may be accepted, in accordance with ITT Clause 11.

15.2 The tenderer may be required to supply supplementary evidence of the conformity of the goods offered to the technical specification stated in the Schedule of Requirements.

15.3 The evidence required may be in the form of literature, drawings, data, or samples and shall consist of a detailed item by item description of the essential technical and performance characteristics of the goods. The required evidence shall be stated **in the TDS**.

15.4 Where samples of the goods offered by the tenderer are required, as prescribed in ITT Sub-Clause 15.3, they shall be supplied:

(a) in the quantities and sizes stated; and

(b) as part of the tender submission, as indicated in ITT Clause 19; and

(c) delivered carriage paid to the specified delivery location **in the TDS**, no later than the tender submission date, as indicated in ITT Sub-Clause 19.1.

15.5 The procuring entity shall retain the sample of the successful tenderer(s) and unsuccessful tenderers shall have thirty (30) days to collect its sample following the notification of award of a public procurement contract. If its sample is not collected within this period, the sample shall become the property of the procuring entity.

15.6 The tenderer shall submit a list providing the available sources and prices of spare parts, special tools etc., necessary for the operation and continued functioning of the goods, for a determined period of time, as stipulated **in the TDS**. Where the spare parts form part of the evaluation criteria, this shall be stated in the Schedule of Requirements.

15.7 Standards for workmanship, process, material, and equipment shall be generic and not specific to one brand or manufacturer. Where the use of, or a reference to, a brand name, model number or catalogue number is essential to complete an otherwise incomplete specification in the Schedule of Requirements, the procuring entity shall qualify such use or reference with the words "or equivalent". The tenderer may offer other standards of quality or brand names, provided that it demonstrates, to the procuring entity's satisfaction, that the substitutions ensure substantial equivalence or are superior to those specified in the Schedule of Requirements.

15.8 Relevant national and international standards shall be specified as much as possible.

16 Establishing the Eligibility to Supply the Goods

16.1 The tenderer shall submit documentary evidence of the tenderer's ability to supply the goods offered within its tender for use in Saint Lucia. The documentary evidence shall establish to the procuring entity's satisfaction:

(a) that, if the tenderer is not the manufacturer of the goods that are to be supplied under any resulting contract, the tenderer must be duly authorised directly by the manufacturer or through the manufacturer's authorised reseller of the goods to supply the goods in Saint Lucia, unless otherwise stated **in the TDS**. The procuring entity reserves the right to request documentary evidence of the tenderer's authorisation at any time prior to the award of the public procurement contract; and

(b) that, if so required **in the TDS**, a tenderer shall be represented by an agent in Saint Lucia, equipped and able to carry out the supplier's maintenance, repair and spare parts of the goods supplied under any resulting public procurement contract.

17 Validity of Tenders

17.1 Tenders shall remain valid for the period of time specified **in the TDS** following the tender submission deadline. A tender valid for a shorter period shall be rejected by the procuring entity as non-responsive.

17.2 The validity period of a tender may be extended only with the agreement of the tenderer. The procuring entity's request for extension of the validity of the tender and the tenderer's response shall be made in writing.

17.3 A tenderer may refuse the request without forfeiting its tender security.

17.4 Where a tenderer, agrees to an extension of the validity period of its tender, it shall be required to furnish a corresponding extension of its tender security, where this was required as part of its original tender submission, as indicated in ITT Sub-Clause 18.1.

17.5 A tenderer granting the request to extend its tender validity shall not be permitted to modify its tender.

18 Tender Security and Tender Securing Declaration

18.1 The tenderer as part of its tender submission, shall provide a tender security or a tender securing declaration, as specified **in the TDS**.

18.2 The tender security, where required, shall be in the amount and currency as specified **in the TDS,** and shall:

(a) remain valid for a period of twenty-eight (28) days beyond the validity period of the tenders, and as extended, where requested by the procuring entity; and

(b) be issued by a reputable financial institution. If the institution issuing the tender security is located outside of Saint Lucia, it shall have a correspondent financial institution located within the country; and

(c) be in accordance with one of the forms of tender security included in Section IV. Tender Submission Forms; and

(d) be payable promptly upon written demand by the procuring entity, for reasons, as stated in ITT Sub-Clause 18.4; and

(e) be submitted in its original form as part of the tender submission.

18.3 At the tenderer's option, the forms of tender security are:

(a) a certified Bank cheque; or

(b) an irrevocable letter of credit; or

(c) a bank guarantee; or

(d) an alternative form as detailed **in the TDS**.

18.4 A tender security shall be forfeited by the tenderer or, in the case of a tender securing declaration, result in the suspension of the tenderer in accordance with Article 113 of the Act, only in the event of:

(a) a modification or withdrawal of a tender after the deadline for submission of tenders or during its period of validity; or

(b) the refusal by a tenderer to accept a correction of an error in the tender; or

(c) failure by the successful tenderer to sign the public procurement contract in accordance with the terms set forth in the tendering documents; or

(d) failure by the successful tenderer to provide a security for the performance of the public procurement contract, where prescribed in ITT Sub-Clause 31.1.

18.5 The procuring entity shall promptly release the tender security of unsuccessful tenderers upon either:

(a) the expiration of the tender security; or

(b) the signing of a public procurement contract with the successful tenderer and, the subsequent submission of any required performance security.

18.6 The tender security of the successful tenderer shall not be released, until any required performance security has been received.

18.7 The tender security of a joint venture must be in the name of the joint venture that submits the tender. If the joint venture has not been legally constituted at the time

of tendering, the tender security shall be in the names of all future partners as named in the Tenderer Information Form of the tender submission.

19 Submission of the Tender

19.1 A tender shall be submitted in written form, duly signed and authorised by the tenderer in a single, sealed envelope, clearly marked on the front of the envelope with the public procurement contract name and public procurement contract reference number provided in the tendering documents, at the place and time indicated **in the TDS**.

19.2 The tenderer shall submit one original of documents comprising the tender and clearly mark it 'ORIGINAL'. In addition, the tenderer shall submit copies of the tender, in the number specified **in the TDS** and shall clearly be marked with 'COPY'. In the event of any discrepancy between the original and copies, the original shall prevail. Alternative tenders, where permitted in accordance with ITT Sub-Clause 11.1, shall be marked with 'ALTERNATIVE'. Alternative tenders shall submit an equal number of copies as required for the 'ORIGINAL' tender submission and marked with 'ALTERNATIVE COPY. Tenderers submitting modified or substituted proposals, in accordance with ITT Sub-Clause 19.10 shall duly mark the envelopes as "MODIFIED" and "SUBSTITUTION" respectively.

19.3 The original and all copies of the tender shall be typed or written in indelible ink and shall be signed by a person duly authorised to sign on behalf of the tenderer. This authorisation shall consist of a written confirmation as specified **in the TDS** and shall be attached to the tender. The name and position held by each person signing the authorisation must be typed or printed below the signature. All pages of the tender where amendments, erasures, or overwriting have been made shall be signed or initialled by the person signing the tender. In case of a joint venture, the tenderer shall be signed by an authorised representative of the joint venture on behalf of the joint venture, and so as to be legally binding on all the members as evidenced by a power of attorney signed by their legally authorised representatives.

19.4 The tenderer shall enclose the original and all copies of the tender, as indicated in ITT Clause 21, including alternative tenders, if permitted in accordance with ITT Clause 11, in separate sealed envelopes, duly marking the envelopes as "ORIGINAL", "COPY", "ALTERNATIVE" and "ALTERNATIVE COPY".

19.5 The inner and outer envelopes shall:

(a) bear the name and address of the tenderer; and
(b) be addressed to the procuring; and
(c) include the public procurement contract reference; and
(d) bear a warning not to open before the time and date for tender opening.

19.6 A tenderer, including a tenderer who forms or will form a joint venture, is permitted to submit only one tender in response to the tendering documents, except for alternative tenders as permitted under ITT Clause 11. This does not limit the participation of subcontractors in more than one tender.

19.7 Tenders received after the tender submission deadline shall be rejected and returned unopened.

19.8 Submission of tenders is permitted by hand or mail or by courier, at the option of the tenderer. Where electronic tender submission is permitted, details of the tender submission requirements shall be stated **in the TDS.**

19.9 The procuring entity shall, on request, issue the tenderer a receipt setting out the date and time the tender was received, except for tenders received through a tender box.

19.10 A tenderer may, by notice, modify, substitute or withdraw its tender after it has been submitted and prior to the deadline for submission of tenders. Every modification, substitution or withdrawal shall be made by sending a written notice, duly signed by an authorised representative and shall be submitted in accordance with the procedures outlined in ITT Sub-Clause 19.1. Withdrawn or substituted tenders shall be returned unopened to the tenderer. Any modification or withdrawn tender prior to the deadline for the submission of tenders shall been done without forfeiting any tender security provided as part of its tender submission.

19.11 Tenders may not be changed or withdrawn after the deadline for submission of tenders.

20 Tender Opening

20.1 All tenders submitted before the deadline for submission shall be opened in public at the address, date and time indicated **in the TDS**. Any specific electronic tender opening procedures required, where electronic tender submission is permitted, as indicated in ITT Sub-Clause 19.6, shall be specified **in the TDS**.

20.2 A tenderer may attend the tender opening, or electronically access the tender opening if electronic access is made available. The names of all those present at the tender opening and the organisations they represent shall be recorded.

20.3 Following verification that each tender is sealed and that the seal remains intact, the opening of tenders shall be undertaken in the following order:

(a) First, envelopes marked "WITHDRAWAL" shall be opened and read out and the envelope with the corresponding tender shall not be opened, but returned to the tenderer; and

(b) Envelopes marked "SUBSTITUTION" shall then be opened and read out and exchanged with the corresponding tender being substituted, and the substituted tender shall not be opened, but returned to the tenderer; and

(c) Envelopes marked "MODIFIED" shall then be opened and read out with the corresponding tender; and

(d) All envelopes shall then be opened one at a time, reading out:

i. the name of the tenderer and whether there is a withdrawal or modification; and

ii. the tender price, per lot if applicable, including any discounts, and alternative tenders if they were permitted; and

iii. the presence or absence of a tender security, if one was required; and

iv. the attendance of the tenderer's representatives, who shall be asked to sign the attendance sheet.

20.4 In the case that the two envelope system is used, the announcement shall include the fact that no price envelope has been opened.

20.5 A copy of the record shall be made available to any tenderer on request. At a minimum this shall contain the information recorded in ITT Sub-Clause 20.3(d).

20.6 No decision regarding the disqualification or rejection of any tender shall be taken or announced in the tender opening session.

20.7 Following the opening of the tenders and until the notification of intention to award has been notified to the tenderers, a tenderer shall not make any unsolicited communication to the procuring entity or try in any way to influence the procuring entity's examination and evaluation of the tenders.

20.8 All tenders that are accepted and opened shall be passed promptly, with a copy of the record of the tenders received and those persons attending the meeting, to the respective evaluation committee for evaluation.

21 Responsiveness of Tenders

21.1 The procuring entity's determination of a tender's responsiveness is to be based solely on the contents of the tender.

21.2 A responsive tender is one that:

(a) meets the requirements stated in the tendering documents, including all terms, conditions and specifications, without any material deviation, reservation, non-conformity or omission; and

(b) provides the required completed documentation, information and submission of samples, including all documents required as stated in ITT Sub-Clause 9.1; and

(c) provides the required documentation that establishes the legal validity of the tender and the required tender security has been furnished; and

(d) has been properly signed by the authorised representatives of the tenderer.

21.3 Material deviations to commercial terms and conditions, which justify rejection of a tender as non-responsive shall include, but is not limited to, the following:

(a) failure to sign the tender submission form and price schedules by the authorised person or persons; or

(b) failure to satisfy the eligibility requirements, as stated in ITT Clause 3; or

(c) failure to satisfy the qualification requirements, as stated in ITT Clause 4; or

(d) failure to offer a fixed price in accordance with ITT Sub-Clause 12.6; or

(e) failure to offer the required tender validity period, as specified in ITT Sub-Clause 17.1; or

(f) failure to submit, or alter or substitute, a tender security or tender-securing declaration, as specified in ITT Clause 18; or

(g) failure to offer to meet the deadline for the receipt of goods based on the expected award of the public procurement contract date, in accordance with ITT Clause 37; or

(h) failure to submit supporting documents required by the tendering documents to determine the substantial responsiveness of a tender.

21.4 Material deviations to the technical requirements of the tendering documents and non-conformity to technical requirements, which are justifiable grounds for rejection of a tender include the following:

(a) failure to offer goods that meet the stated specifications or failure to submit the requested supplementary evidence of conformity, in accordance with ITT Clause 15; or

(b) failure to evidence the eligibility to supply the goods offered by the tenderer in Saint Lucia to the procuring entity's satisfaction, in accordance with ITT Clause 16.

(c) failure to offer all of the goods provided in the Schedule of Requirements, unless partial tenders are permitted in accordance with ITT Sub-Clause 12.2.

21.5 A procuring entity may regard a tender as responsive if it contains minor deviations that do not materially alter or depart from the characteristics, terms, conditions and other requirements set forth in the tendering documents or it contains errors, nonconformities or omissions that are capable of being corrected without touching on the substance of the tender, in accordance with ITT Clause 23.

21.6 Where there is a minor deviation in any tender that did not warrant rejection of the tender, such minor deviation shall be quantified by the procuring entity in monetary terms, as far as possible.

22 Clarification of Tenders

22.1 A procuring entity may request a tenderer to clarify its tender in order to assist in the examination, evaluation, comparison and post-qualification of tenders but no advantage shall be sought, offered or permitted to change any matter of substance

in the tender, including changes in price and changes aimed at making an unresponsive tender responsive, except to confirm any corrections for arithmetic errors discovered by the procuring entity, in accordance with ITT Sub-Clause 23.1(c). Clarifications submitted by a tenderer that are not in response to a request by the procuring entity shall not be considered.

22.2 The procuring entity's request for clarification and the response shall be in writing.

23 Non-conformities, Errors and Omissions

23.1 Provided that a tender is substantially responsive, the procuring entity may:

(a) waive any non-conformities or omissions, as long as these do not constitute a material deviation as indicated in ITT Sub-Clauses 21.3 & 21.4; and

(b) waive any request that the tenderer submit the necessary information or documentation, to rectify non-material non-conformities or omissions in the tender related to documentation requirements. Where information is requested, failure by the tenderer to comply with the request may result in the rejection of its tender as non-responsive; and

(c) correct arithmetic errors on the following basis:

i. if there is a discrepancy between figures and words, the amount in words shall prevail; or

ii. if there is a discrepancy between the unit price and the line item total price that is obtained by multiplying the unit price by the quantity, the unit price shall prevail, and the line item price shall be corrected; or

iii. if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail, and the total shall be corrected.

(d) The amount stated in the tender shall be adjusted by the procuring entity in accordance with the above procedure for the correction of errors and shall be considered binding upon the tenderer. If the tenderer does not accept the corrected amount, the tender shall be rejected, and if a tender security was required as part of the tender submission, it shall be forfeited.

24 Rejection of Tenders

24.1 A procuring entity shall reject a tender if it determines that:

(a) the tender is non-responsive as determined in ITT Clause 21; or

(b) the tenderer submitting the tender, its agent or any party authorised to act on its behalf has acted in a manner inconsistent with standards required of tenderers and suppliers as stated in ITT Clause 5; or

(c) a tenderer has a conflict of interest that materially affects fair competition or diligent performance of the public procurement contract or is prejudicial to the interests of the procuring entity; or

(d) the tender is received after the deadline for submission of tenders.

25 Comparison of Tenders

25.1 The procuring entity shall compare all tenders that have not been rejected in accordance with ITT Clause 24, to determine the lowest evaluated substantially responsive tender, as prescribed in ITT Clause 26.

26 Evaluation of Tenders

26.1 The evaluation of the tenders shall only use the evaluation criteria defined in the Evaluation and Qualification Criteria in order to determine the lowest evaluated tender.

26.2 To determine the lowest evaluated tender, the procuring entity shall consider:

(a) where partial tenders are permitted, the evaluation on a lot by lot basis, as indicated in ITT Sub-Clause 12.2; and

(b) the evaluation of prices based on the specified Incoterm and delivery location, exclusive of any applicable customs duties, sales or other taxes payable on the goods in Saint Lucia, as prescribed in ITT Sub-Clause 12.5;

(c) the price adjustments for any correction of arithmetic errors in accordance with ITT Sub-Clause 23.1(c); and

(d) any price adjustments due to discounts offered in accordance with ITT Sub-Clause 12.2; and

(e) the price conversion to Eastern Caribbean Dollars (XCD) where tenders have been permitted to be offered in alternative currencies as stated in ITT Sub-Clause 14.1. The rate of exchange to be used to convert the tender prices expressed in alternative currencies shall be as stated **in the TDS**; and

(f) the application of any regional preference, where this applies, as indicated in ITT Sub-Clause 29.1; and

(g) price adjustments due to the quantifiable minor deviations in a tender, in accordance with ITT Sub-Clause 21.6.

(h) any additional evaluation criteria specified in the Evaluation and Qualification Criteria. Where non-price factors criteria are utilised, they shall be expressed to the extent possible in monetary terms, or given weightings, which shall be expressed within the Evaluation and Qualification Criteria to facilitate the comparison of tenders.

26.3 The evaluation criteria may require the consideration of other factors, in addition to the tender price, as indicated in the Evaluation and Qualification Criteria. These factors may include, but are not limited to, the characteristics, performance, specifications, terms and conditions of the purchase of goods, delivery times. These factors shall be evaluated in accordance with the evaluation criteria stated in the Evaluation and Qualification Criteria.

27 Negotiation of the Tender

27.1 No negotiation of a submitted tender shall be undertaken, except in prescribed special circumstances. Any applicable circumstances to this tender, shall be stipulated **in the TDS**.

27.2 Any negotiation between a procuring entity and a successful tenderer shall not relate to the offered prices in a submitted tender except in the case of direct tendering, or where the price of the tender has not been taken into account in the evaluation methodology.

27.3 Negotiations may be held to amend the scope of the final contract, provided that the purpose of fair and equal treatment is maintained.

28 Variation of Quantities

28.1 At the time the public procurement contract is awarded, the procuring entity reserves the right to increase or decrease the quantity of goods specified in the Schedule of Requirements provided such variation does not exceed the percentages stated **in the TDS**, and without any change in the unit prices or other terms and conditions of the tender and the tendering documents.

29 Regional Preference

29.1 Regional preference shall not be a factor in the tender evaluation, unless otherwise permitted **in the TDS**. Where regional preference shall be a factor, the instructions

and method for application shall be provided in the Evaluation and Qualification Criteria.

29.2 The documentary evidence required as evidence of the eligibility of the tenderer for the margin of preference is stated **in the TDS**.

29.3 The percentage of the margin of preference and the manner in which it shall be applied is stated **in the TDS**.

30 Award of a Public Procurement Contract

30.1 The procuring entity shall award the public procurement contract to the tenderer whose offer has been determined to be the lowest evaluated substantially responsive tender and is qualified to satisfactorily perform the contract.

31 Performance Security

31.1 Following notification that its tender has been accepted, the successful tenderer shall furnish a performance security within the period of time stated in accordance with ITT Sub-Clause 33.2. The tenderer may use the Performance Security form included in Section VI. Contract Forms or an alternative form acceptable to the procuring entity.

31.2 Failure to furnish a performance security acceptable to the procuring entity shall constitute sufficient grounds to cancel the award of the public procurement contract, and the award shall be made to the next lowest evaluated substantially responsive tender.

32 Notification of Award of a Public Procurement Contract

32.1 Prior to the expiration of the period of tender validity, the procuring entity shall notify the successful tenderer, in writing, that its tender has been accepted. Until a formal public procurement contract is prepared and executed, such written notification of award shall constitute a binding public procurement contract. The successful tenderer shall complete the requirements stated by the procuring entity, including the furnishing of any performance security, as indicated in ITT Sub-Clause 31.1.

32.2 The public procurement contract shall be awarded within seven (7) days of the notice to the successful tenderer that its tender has been accepted.

32.3 Following the public procurement contract being signed by both parties, the procuring entity shall publish a public notice of the public procurement contract award in the location stated **in the TDS**.

32.4 The notice of the award shall contain the following information:

(a) the name and reference number of the public procurement contract; and

(b) the name and address of each supplier to which a public procurement contract was awarded; and

(c) the public procurement contract price; and

(d) a summary of the scope of the public procurement contract and its duration.

32.5 After the publication of award of the public procurement contract, an unsuccessful tenderer may submit a request in writing to the procuring entity for a debriefing, seeking an explanation of the grounds on which its tender was not selected. The procuring entity shall immediately respond in writing to any unsuccessful tenderer providing the reason(s) its tender was unsuccessful. Requests for debriefing shall be submitted within thirty (30) days of the publication of award of a public procurement contract.

33 Signing of the Public Procurement Contract

33.1 Where the public procurement contract is not signed by both parties simultaneously:

(a) the procuring agency shall send to the proposed supplier two original copies of:

i. the full agreed public procurement contract; and

ii. the letter of acceptance, each copy to be signed by its duly authorised representative, together with the date of signature.

33.2 The successful tenderer shall sign and return the public procurement contract including the performance security, where required. If the tenderer fails to return the public procurement contract signed, including the furnishing of any required performance security within the time period indicated **in the TDS**, the procuring entity may cancel the public procurement contract and seek to award the public procurement contract to the next lowest evaluated substantially responsive tender.

33.3 If the successful tenderer refuses or fails to sign and return the written contract in the timeframe specified in ITT Sub-Clause 33.2, the procuring entity may suspend the tenderer from participating in future procurement proceedings in accordance with Article 114 of the Act.

34 Complaints and Review

34.1 A tenderer may make a complaint to the procuring entity in respect to the public procurement procedure if it believes there has been a breach of the Act or the Regulations, or if the tenderer has incurred or likely to incur a loss as a result of such a breach, in accordance with Article 84 of the Act.

35 Confidentiality

35.1 The procuring entity shall keep confidential any information relating to public procurement procedures and to tenders, including any tenderer's proprietary information.

35.2 Without prejudice to the generality of ITT Sub-Clause 35.1, the procuring entity shall not, except where required to do so by an order of a court, disclose any information relating to public procurement procedures and tenders, where the disclosure would –

(a) amount to a contravention of an enactment; or

(b) obstruct law enforcement; or

(c) prejudice the legitimate commercial interest of the parties; or

(d) inhibit fair competition in public procurement; or

(e) in anyway be contrary to public interest.

36 Cancellation of Public Procurement Process

36.1 The procuring entity may cancel the public procurement procedure:

(a) at any time prior to the award of the public procurement contract, where:

i. the object of the public procurement is no longer required; or

ii. it becomes necessary to substantially modify the tendering document; or

iii. defects or gaps in the specifications have been revealed; or

iv. there is reliable evidence of collusive or other non-sanctioned behaviour has been reported; or

v. following the opening of the tenders:

a. all the tenders are non-responsive; or

b. the lowest evaluated substantially responsive tender is substantially above the applicable updated cost estimate.

36.2 Upon the cancellation of the tender process, the procuring entity shall return any unopened tenders to the respective tenderers.

36.3 The procuring entity shall immediately communicate its decision to cancel the tender process, as well as the reasons for such cancellation, to all invited tenderers.

37 Expected Timeline for Public Procurement Process

37.1 An indicative timeline for the public procurement process including the expected delivery of the goods is provided in the Evaluation and Qualification Criteria. The procuring entity shall endeavour to adhere to this timeline but reserves the right to alter the timeline at any time, where necessary.

37.2 The tenderer commits to deliver the goods in accordance with the requirements of the tendering document by the Delivery Deadline for Receipt of Goods and completion of Contract based on Expected Award of Public Procurement Contract date.

Section II. Tender Data Sheet (TDS)

ITT Clause Reference	
ITT 3.4	There shall not be a limit on the number of members in a joint venture.
ITT 4.2	The registration and licensing requirements are: • Business Registration/Certificate of Incorporation; • Valid business Licence or Trade Licence; • Tax Registration and valid tax compliance certificate;
ITT 7.1	There shall not be a pre-tender meeting. The pre-tender meeting shall take place at the following time and date: [insert time and address]. *(Not Applicable).*
ITT 7.2	The deadline for the submission of questions for the pre-tender meeting shall be [Not Applicable].
ITT8.1	All requests for clarification shall be sent to the following addresses: **kgreenidge@gosl.gov.lc or lcollymore@gosl.gov.lc copied to procurementandstores.finance@govt.lc** The deadline for the receipt of clarifications is: **November 11, 2026**
ITT9.1	The completed documents required for the submission of a tender are: (a) Tender Information Form (within Section IV. Tender Submission Forms) including the tenderer's Certificate of Registration or Incorporation; and (b) Price Schedule Form (within Section IV. Tender Submission Forms); and (c) Completed Specification Form (within Section V. Schedule of Requirements); and (d) Tender Securing Declaration (within Section IV. Tender Submission Forms); and (e) Letter of Intent (in the case of a joint venture) in accordance with ITT Sub-Clause 3.2; and (f) Documentary evidence establishing the tenderer's qualifications including the submission of any valid registration and licensing requirements, in accordance with ITT Sub-Clause 4.2; (g) Documentary evidence establishing the conformity of the goods, in accordance with ITT Clause 15; (**photos of products**) and (h) Summary of LOTS (i) Supplier's Service Level Agreement (j) At least two valid references *(k)* Experience (Three completed contracts with proof of purchase orders)
ITT11.1	Alternative tenders shall not be permitted.
ITT 11.2	The method for evaluating alternative tenders shall be: [Not Applicable].
ITT 12.1	The Incoterm edition is 2020.
ITT 12.2	Partial tenders [shall not] be considered.
ITT 12.6	The prices offered shall be fixed during the tenderer's performance of the public procurement contract.
ITT 14.1	Tenders shall be submitted in the following currencies: Eastern Caribbean Dollars (XCD)
ITT 15.3	The documentary evidence required to evidence conformity of the goods offered to the technical specification shall be as follows: • Part II Supply Requirements Section V Schedule of Requirements • Manufacturer's product specifications, technical data sheets, catalogues or brochures;

	• Product photographs, drawings or other technical literature clearly identifying the goods offered;
ITT 15.4(c)	The delivery of any requested samples shall be submitted as follows: Not Applicable
ITT 15.6	A list of sources and prices of spare parts, special tools etc. shall not be required.
ITT 16.1(a)	The tenderer shall not require the Manufacturer's Authorisation to supply the goods stated within the tendering documents.
ITT 16.1(b)	The tenderer shall be required to be represented by an agent in Saint Lucia.
ITT 17.1	Tenders shall remain valid for a period of ninety (90) calendar days.
ITT 18.1	The tenderer shall provide a **Tender Securing Declaration**
ITT 18.2	The tender security shall be for the following amount: [Not Applicable]. The currency of the tender security shall be: [Not Applicable].
ITT 18.3(d)	The following alternative forms of tender security shall be accepted: [Not applicable].
ITT 19.1	The address for submission of tenders is: ***Tenders should be submitted via the e-GP portal at: http://goslprocurement.govt.lc*** The deadline for receipt of tenders is: **November 18, 2026 at 9am.**
ITT 19.2	The tenderer shall submit **one (1) copy**.
ITT 19.3	The written confirmation of authorisation to sign on behalf of the tenderer shall consist of: A letter of authorisation.
ITT19.8	Electronic methods of submission shall be permitted. ***(tenders can be submitted via the e-GP portal at: http://goslprocurement.govt.lc)***
ITT 20.1	The tender opening shall take place at the following location: **Department of Finance** **5th Floor, Finance Administrative Centre** **Pointe Seraphine** **Castries, Saint Lucia.** **West Indies** The tender opening will take place November 18, 2026. Meeting start at 9am
ITT 26.2(e)	The rate of exchange to be used for evaluation purposes is [1.00USD = 2.7169 XCD]
ITT 27.1	Negotiation of a submitted tender shall not be permitted. Where negotiation is permitted, the special circumstances in which negotiation shall take place are as follows: Not applicable.
ITT28.1	The maximum percentage by which quantities may be increased is: Not applicable.
ITT 29.1	Regional preference shall not be a factor in the tender evaluation.
ITT 29.2	The documentary evidence required as evidence of the eligibility of the tenderer is **Not Applicable**
ITT 29.3	The percentage of the margin of preference is [insert value or range] %. The margin of preference shall be applied as follows: **Not applicable**
ITT 32.3	The notification of award of a public procurement contract shall be published in the following location: ***e-GP portal at: http://goslprocurement.govt.lc***
ITT 33.2	The successful tenderer shall sign and return the public procurement contract, including furnishing any required performance security within **seven (7) days** following the issuance of the notification of the award of the public procurement contract.

Section III. Evaluation and Qualification Criteria (EQC)

1 Evaluation of Tenders (ITT Clause 26)

Tenders shall be evaluated against the following evaluation criteria:

Evaluation would be primarily based on compliance to specifications

Tenders will be evaluated lot by lot

Supporting product pictures must be included in the tender.

1.1 Tender Price

(a) The tender price evaluation shall be in accordance with ITT Clause 12.

1.2 Delivery Schedule

(a) The goods specified in the Schedule of Requirements are required to be delivered by the delivery deadline for receipt of goods based on the expected award of public procurement contract date. No credit shall be given for deliveries before this date and tenders offering delivery after the date indicated shall be rejected and treated as non-responsive., in accordance with ITT Sub-Clause 21.3(f).

(b) The indicative timeline for this tender process and delivery deadline for the goods is as follows:

Deadline for Submission of Tenders	November 18, 2026 at 9am
Expected Award of Public Procurement Contract Date	December 02, 2026
Release of tender security based on expected award of the public procurement contract	Not applicable
Deadline for Receipt of Goods based on Expected Award of the Public Procurement Contract date	March 31, 2027
Release of performance security based on expected receipt of goods	Not applicable

1.3 Cost of major replacement components, spare parts and after-sales-service

(a) The following replacement components and spare parts and estimated quantities for the period stated in ITT Sub-Clause 15.6, shall be factored into the evaluation:

(i) *Procuring entity may list the replacement components and spare parts and the required quantity of each. Where the tenderer shall be required to state the quantity of spare parts required to cover the period of time stated, this shall be clearly stated.*

(b) The requirements for after-sales-service are:

(i) ***After sales support/ servicing must be provided, onsite response no later than next business day***

(c) An adjustment equal to the cost of these components and spare parts listed in EQC Sub-Clause 2.3(a) shall be added to the tender price, for evaluation purposes.

(d) An adjustment equal to the cost of the required after sales service facilities listed in EQC Sub-Clause 2.3(b) shall be added to the tender price, for evaluation purposes.

1.4 Operating and maintenance costs (life cycle costs)

(a) An adjustment to take into account the projected operating and maintenance costs for the goods shall be added to the tender price, for evaluation purposes.

(b) An adjustment equal to the cost identified in EQC Sub-Clause 1.4(a) shall be added to the tender price, for evaluation purposes.

1.5 Any other additional criteria

2 Qualification requirements (ITT Clause 4)

2.1 Where the public procurement procedure did not undertake pre-qualification prior to the request for tenders under this open competitive tender, the tenderer offering the lowest evaluated substantially responsive tender shall be subject to post-qualification, in accordance with ITT Clause 4, using only the requirements specified, herein. Requirements not included below shall not be used in the evaluation of the tenderer's qualifications.

(a) Experience

The tenderer shall provide evidence of three (3) previously completed contract examples that demonstrate its experience and ability to deliver against the requirements stated in the tendering documents. For each contract example, the supplier shall provide the following information:

Contract must have been provided for similar goods/services in the past five (5) years to Agencies.

Title of the Contract
Name of Agency
Total Value
Date of Delivery

(b) Technical Capability

The tenderer shall furnish documentary evidence to demonstrate that it meets the following experience requirement(s):
Certificate of being a certified provider
Evidence of Certification to provide After-Sales Service where applicable.

(c) Financial Capability

The tenderer shall furnish documentary evidence that it meets the following financial requirement(s):

A bank reference or letter from a recognised financial institution confirming the Tenderer's financial standing and access to financial resources, where required;

(d) Include any other addition qualification requirements.

Section IV. Tender Submission Forms

Tenderer Information Form

The tenderer shall fully complete the form. Failure to fully complete the form or amend the format or information may result in the submitted tender being declared non-responsive to the tender submission requirements, as stated in ITT Clause 21.

Public Procurement Contract Reference Number: FIN-ITT-O-G-002/2026-27
Date:

The tender is submitted as a Joint Venture (JV)	[Yes/No]
Tender's legal name *(in the case of joint ventures, each party's legal name must be stated)*	
Joint Venture's Party legal name *(only complete in the case of a joint venture)*	
Tenderer's or JV's Party country of registration	
Tenderer's or JV's Party year of registration	
Tenderer's or JV's legal address in country of registration	
Tenderer's or JV's authorised representative information *(as indicated in ITT Sub-Clause 4.1(a))* *To include name, address, telephone and email address*	

The tenderer or joint venture shall submit evidence of its incorporation. The following documents shall be required as part of the tender submission:

(a) Certificate of Registration or Incorporation of the tenderer. In the case of a joint venture, each tenderer named above shall submit the required evidence; and
(b) in the case of a joint venture, a letter of intent to form a joint venture or the joint venture agreement.

Price Schedule Forms

Price schedule form forms part of the tender document as **Attachment 1**.

SUMMARY OF LOTS	
LOT A	ASSORTED STATIONERY SUPPLIES
LOT B	BRISTOL BOARD
LOT C	WRITING SUPPLLIES
LOT D	PHOTOCOPY PAPER
LOT E	FURNITURE - DESK
LOT F	FURNITURE – CHAIRS
LOT G	FURNITURE – FILING CABINETS
LOT H	OFFICE EQUIPMENT
LOT I	PRINTERS
LOT J	LAPTOPS
LOT K	DESKTOP COMPUTERS and MONITORS

All goods must be delivered to the Government Storeroom at Massade, Gros Islet by the Supplier. Any containers placed at the Government Storeroom grounds are to be offloaded by the Supplier and delivered in the Government Storeroom.

Discount

If our tender is accepted, the following discounts shall apply:

[Tenderer to specify in detail each discount offered and the specific item of the Schedule of Requirements to which it applies or state none].

Methodology of Application of the Discounts.

The discounts shall be applied using the following method:

[Tenderer to specify in detail the method that shall be used to apply the discounts or state not applicable].

Tender Securing Declaration

Where a tender security is not required as indicated in ITT Sub-Clause 18.1, this form will act as the Tender Securing Declaration.

Public Procurement Contract Reference Number: FIN-ITT-O-G-002/2026-27

Date: [insert date completed]

To: [insert procuring entity]

We, the undersigned, declare that:

(a) We have examined the tendering documents and have no reservations, including any addenda subsequently issued; and

(b) We offer to supply the goods in conformity with all the requirements stated within the tendering documents and in accordance with our tender; and

(c) The total price of our tender is [**insert the total tender price in words**] **[(insert total tender price in figures)**]; and

(d) Our tender shall be valid for the period indicated in ITT Sub-Clause 17.1, from the tender submission deadline, and it shall remain binding upon us and may be accepted at any time prior to the expiration of that period; and

(e) If our tender is accepted and, where required, we shall obtain a performance security in accordance with ITT Clause 31.1; and

(f) We have no conflict of interest, in accordance with ITT Sub-Clause 24.1(d); and

(g) We, including any subcontractors or suppliers are eligible to participate in this procurement process based on the eligibility requirements stipulated in ITT Sub-Clause 3.5; and

(h) We hereby agree that in tendering for, and in executing any resulting Contract, we undertake to observe the laws against conflict of interest, fraud and corruption as stated in the Public Procurement and Asset Disposal Act, 2015; and

(i) We understand that this tender and your written acceptance in your notification of award shall constitute a binding Contract between us, until a formal public procurement contract is prepared and executed; and

(j) We understand that you are not bound to accept the lowest or any tender you receive.

(k) We are not currently debarred from participating in a public procurement procedure under the Act or in any other country or by a funding agency; and

(l) We understand, according to your conditions, tenders must be supported by a tender securing declaration;

(m) We ("accept that we shall automatically be suspended from being eligible for tendering in any public procurement contract with the procuring entity for the period of time of ***minimum of 6 months*** from the time you notify us of the suspension" if we:

   a. withdraw our tender during the period of validity specified in ITT Sub-Clause 18.1;

   b. having been notified of the acceptance of our tender by the procuring entity during the period of validity, fail or refuse to either execute the Contract or provide the performance security, where one has been stated as required; and

(n) We understand this tender securing declaration shall expire if our tender is not successful or following the expiry of the tender validity period; whichever is sooner.

.....	.....	.....
Authorised Signature	**Name in Capitals**	**Position**

Part 2: Supply Requirements
Section V: Schedule of Requirements

Specifications

Full specifications of the goods required under this tender are provided below.

The tenderer shall state whether they "**comply"** or "**not comply"** to the requirement of each part of the description breakdown for each item they are tendering. Failure to respond to each element of the description breakdown shall be considered to have not met the specification requirements and deemed non-responsive for that item. Failure to meet all the requirements stated shall result in your offer for that item being considered non-responsive and rejected, in accordance with ITT Sub-Clause 15.1.

[insert description of item as stated in Schedule of Requirements table] ***(e.g. LOT A-K)***				
Ref No.	**Description Breakdown** *(state the full breakdown of the specification)*	**Procuring Entity's Requirement** *(state any minimum/maximum, performance requirements etc.)*	**Tenderer's Offer** *(tenderer to state it's offer against the requirement)*	**Comply / Not Comply** (tender to complete)
LOT A	ASSORTED STATIONERY SUPPLIES	See attached (Price schedule form)		
LOT B	BRISTOL BOARD	See attached (Price schedule form)		
LOT C	WRITING SUPPLIES	See attached (Price schedule form)		
LOT D	PHOTOCOPY PAPER	See attached (Price schedule form)		
LOT E	FURNITURE- DESK	See attached (Price schedule form)		
LOT F	FURNITURE- CHAIRS	See attached (Price schedule form)		
LOT G	FURNITURE- FILING CABINETS	See attached (Price schedule form)		
LOT H	OFFICE EQUIPMENT	See attached (Price schedule form)		
LOT I	PRINTERS	See attached (Price schedule form)		
LOT J	LAPTOPS	See attached (Price schedule form)		
LOT K	DESKTOP COMPUTERS and MONITORS	See attached (Price schedule form)		

Inspections and Tests

There will be a requirement for inspections and/or testing.

The following inspections and tests shall be performed:

Verification of Quantity: Verification that the quantity of Goods delivered corresponds with the quantity specified in the Contract and/or Purchase Order.

Verification of Conformity: Verification that the Goods delivered conform to the technical specifications, quality requirements, standards, and other requirements specified in the Contract and/or Purchase Order.

Inspection for Damage: Inspection of the Goods upon delivery to verify that they are free from visible damage, defects, or deterioration resulting from transportation, handling, or delivery.

Packing Requirements

The following packing instructions shall apply to the delivery of the goods:

The Goods shall be appropriately packaged, handled, and transported to ensure their protection against damage, deterioration, or loss during transportation, handling, storage, and delivery.

The packaging shall be suitable for the nature of the Goods and the method of transportation and shall be sufficient to ensure that the Goods are delivered in good condition and in conformity with the Contract requirements.

Part 3: Contract Forms
Section VI: Contract Forms

Letter of Acceptance

Notification of Award of Public Procurement Contract

To: [insert name and address of supplier]

Public Procurement Contract Reference Number: [insert public procurement contract reference number]

This is notifying you that your tender, reference [insert tender reference number], dated [insert date] for the execution of the supply of [insert brief description of contract], under public procurement contract reference [insert public procurement contract reference number] for the amount of [insert price in words] [(insert amount in figures)] has been accepted.

A performance security [shall/shall not] be required. *(delete as appropriate)*

You are requested to provide the performance security within [insert time period] days in accordance with the General Conditions of Contract, using for that purpose the Performance Security Form included in Section VI. Contract Forms.

Signature:

Name and Title:

Procuring Entity:

Public Procurement Contract Agreement

This PUBLIC PROCREMENT CONTRACT AGREEMENT is made on the [insert] day of **[enter month, year]**

BETWEEN
[enter name of Procuring Entity], and having its principal place of business at *[enter address of Procuring Entity]* (Hereinafter called **"the Procuring Entity"**) of the one part

AND

[Enter name of Supplier]
(Hereinafter called **"the Supplier"**) and having its principal place of business at *[enter address of Supplier]* of the other part.

NOW THIS PUBLIC PROCUREMENT CONTRACT AGREEMENT IS AGREED AS FOLLOWS:

1. **The Procuring Entity requires the [*describe goods*]** (Hereinafter called **"the Goods"**)

2. The Supplier offers to supply the Goods in conformity with this Public Procurement Contract Agreement for the sum of **_____in words_____ (enter currency)(enter currency) ___in figures___** [**inclusive/exclusive of VAT/sales taxes**] *[amend as necessary]*.

3. Further to the Notification of Award of Public Procurement Contract on [enter date], the Procuring Entity, accepts the Supplier's offer and agrees that, in consideration for the supply and delivery of the Goods by the Supplier, the Procuring Entity shall pay the Supplier in accordance with this agreement.

4. The following document(s) shall be deemed to form and be read as part of this Public Procurement Contract:
   (a) This Public Procurement Contract; and
   (b) Special Conditions of Contract; and
   (c) General Conditions of Contract; and
   (d) The Supplier's Tender; and
   (e) The Tendering Documents; and
   (f) *Add any other document(s)*
   In the event of any discrepancy or inconsistency within the Contract documents, then the documents shall prevail in the order listed above.

This Public Procurement Contract Agreement and the documents stated in Part 4 above, constitutes the entire agreement between the Procuring Entity and the Supplier and supersedes all communications, negotiations and agreements (whether written or oral) of the parties made prior to the date of Contract.

This Public Procurement Contract Agreement is executed in accordance with the laws of Saint Lucia on the day, month and year indicated above.

Name: [insert name]	Name: [insert name]
Signed: [insert signature]	Signed: [insert signature]
In the capacity of: [insert title]	In the capacity of: [insert title]
For and on behalf of the Procuring Entity	For and on behalf of the Supplier

Section VII: Contract Schedule

The supplier undertakes to supply the following goods in conformity with this Public Procurement Contract Agreement:

Currency: Eastern Caribbean Dollar (XCD)

Item No.	Description	Qty	Unit of Measure	Unit Price	Extended Price
	Attach specification where necessary as an appendix				
				Cost of delivery *(for local delivery only)*	
				Cost of freight transportation *(for goods to be imported into Saint Lucia)*	
				[insert any duties and taxes that are payable on the contract]	
				TOTAL CONTRACT PRICE [INSERT INCOTERM – LOCATION]	

Delivery
The supplier shall deliver the goods to the following location(s):

Government Warehouse, Massade, Gros Islet, Saint Lucia
Delivery days: Mondays to Fridays
Delivery times: 9:30 to 2pm.

The latest delivery date to deliver all goods to the delivery address stated above will be March 31st, 2027.

Contact Persons of each Party
Each party shall nominate a contact person who has the authority to act for and on behalf of the party with respect to the Public Procurement Contract Agreement.

For and on behalf of the Procuring Entity:
Francis Fontenelle
Permanent Secretary
Ministry of Finance, Economic Development, Youth Economy
468 5503
ps.finance@govt.lc

For and on behalf of the Supplier
[insert name]
[insert position]
[insert address]
[insert telephone number]
[insert fax number]
[insert electronic email address]

Section VIII. General Conditions of Contract for the Supply of Goods (GCC)

1 Definitions

1.1 The following words and expressions shall have the meaning hereby assigned to them:

(a) "contract" refers to the public procurement contract and means the Public Procurement Contract Agreement, together with the contract documents referred to therein, including all attachments, appendices, and all documents incorporated by reference therein, between a procuring entity and a supplier resulting from public procurement procedures;

(b) "contract document" means the documents listed in the Public Procurement Contract Agreement, including any amendments thereto;

(c) "days" means calendar days unless otherwise stated;

(d) "goods" means objects of every kind and description including raw materials, products, computer software, software licences and equipment and objects in solid, liquid or gaseous form, and electricity, as well as services incidental to the supply of the goods if the value of those incidental services does not exceed that of the goods themselves;

(e) "in writing" means communicated in written form with proof of receipt;

(f) "person" includes a corporation or unincorporated body;

(g) "procuring entity" –

i. means a Ministry, department or other agency of the Government of Saint Lucia;

ii. includes a Ministry of the Government of Saint Lucia that acts on behalf of a Constituency Council or statutory body; and

(h) "supplier" means a person, including a joint venture (that is, association of several persons, or firms or companies), who provides or could provide goods, services or works to a procuring entity.

2 Interpretations

2.1 Incoterms: Unless inconsistent with any provision of the contract, the meaning of any trade term and the rights and obligations of parties thereunder shall be governed by the rules prescribed by the current edition of Incoterms, as specified **in the SCC**.

2.2 Non-waiver:

(a) Subject to Sub-Clause 2.2(b) below, no relaxation, forbearance, delay, or indulgence by either party in enforcing any of the terms and conditions of the contract or the granting of time by either party to the other shall prejudice, affect, or restrict the rights of that party under the contract, neither shall any waiver by any breach of contract operate as waiver of any subsequent or continuing breach of contract.

(b) Any waiver of a party's rights, powers, or remedies under the contract must be in writing, dated, and signed by an authorised representative of the party granting such waiver, and must specify the right and the extent to which it is waived.

2.3 Entire Agreement: The contract constitutes the entire agreement between the procuring entity and the supplier and supersedes all communications, negotiations and agreements of the parties made prior to the date of the contract.

2.4 Severability: If any provision or condition of the contract is prohibited or rendered invalid or unenforceable, such prohibition, invalidity of unenforceability shall not affect the validity or enforceability of any other provisions and conditions of the contract.

3 Conduct and Eligibility of Suppliers

3.1 The Government of Saint Lucia requires that all parties involved in the procurement proceedings and execution of such contracts observe the highest standard of ethics.

3.2 A supplier shall not –

(a) engage in or abet any corrupt or fraudulent practices; and

(b) engage in any coercive practice threatening to harm, directly or indirectly, any person or his or her property to influence his or her participation on a public procurement procedure, or affect the execution of a public procurement contract; and

(c) engage in collusion, before or after a tender submission, designed to allocate procurement contracts among tenderers, establish tender prices at artificial non-competitive levels or otherwise deprive a procuring entity of the benefit of free and open competition.

4 Governing Law

4.1 This contract shall be governed by and interpreted in accordance with the laws of SaintLucia.

5 Language of the Contract

5.1 The contract as well as all correspondence and documents relating to the contract exchanged by the supplier and the procuring entity shall be written in English.

6 Joint Venture

6.1 If the supplier is a joint venture, all of the parties shall be jointly and severally liable to the procuring entity for the fulfilment of the provisions of the contract and shall designate one party to act as a leader with authority to act on behalf of the joint venture. The composition of the joint venture shall not be altered without consent of the procuring entity.

7 Assignment

7.1 Neither the procuring entity nor the supplier shall assign, in whole or in part, its obligations under this contract, except with prior written consent of the other party.

8 Notices

8.1 Any notice given by one party in respect to the contract shall be in writing to the address specified in the contract.

9 Settlement of Disputes

9.1 Both parties shall make every effort to resolve amicably any disagreement or dispute arising during the execution of the contract. Where the parties are unable to resolve any disagreement or dispute within twenty-eight (28) days, then either party may give notice to the other of its intention to commence arbitration. No arbitration may be commenced unless such notice is given.

9.2 The arbitration proceedings shall be conducted in accordance with the rules of procedure stated **in the SCC**.

9.3 The parties shall continue to perform its respective obligations under the contract, notwithstanding the arbitration proceedings, unless otherwise agreed between the parties.

10 Scope of Delivery

10.1 The goods to be supplied by the supplier shall be as stated in the Contract Schedule.

11 Delivery

11.1 Delivery shall be made in accordance with the Incoterm stated in the Contract Schedule, to the delivery address and by the latest delivery deadline stated **in the SCC**.

12 Insurance

12.1 The contract shall be governed by the Incoterm stated in the Contract Schedule. Where an Incoterm is not stated in the Contract Schedule, the supplier shall be liable for insurance of the goods against loss or damage incidental to the manufacture or acquisition, transportation, and delivery, up to the point of delivery & storage. Goods shall be insured at 110% of their contracted price in the currency of the contract, against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery, in accordance with the applicable Incoterm. Here after, the goods become the responsibility of the procuring entity.

12.2 Any insurance coverage that does not adhere to the requirements stated in GCC Sub-Clause 12.1 shall be rejected and alternative insurance shall be provided that meets the stated requirements, unless agreed by both parties.

13 Contract Price

13.1 The prices stated in the Contract Schedule are firm and fixed and not subject to any adjustment during contract performance, with the exception of any price adjustments that may apply as stated **in the SCC**.

13.2 In the event of any discrepancy or inconsistency in the contract price stated within the contract documents, the figure written in words in the public procurement contract agreement shall take precedence.

14 Payment

14.1 The procuring entity shall pay to the supplier the sum in accordance with the payment schedule stated **in the SCC** following:

(a) the issuance from the procuring entity of an Acceptance Certificate that confirms the conditions for payment have been met; and

(b) The supplier's submission of the original invoice is made to the procuring entity.

14.2 Payments, in the currency of the contract, shall be made promptly by the procuring entity, but in no case later than the timeframe stated **in the SCC**.

14.3 The supplier shall be entitled to interest at the rate shown **in the SCC** where the procuring entity fails to pay any payment by its due date, as defined in Sub-Clause 14.2 above.

15 Taxes and Duties

15.1 For goods manufactured outside Saint Lucia, the supplier shall be entirely responsible for all taxes, licence fees, and other such levies imposed outside Saint Lucia.

15.2 For goods manufactured within Saint Lucia, the supplier shall be entirely responsible for all taxes, duties, etc., incurred until delivery of the goods to the procuring entity.

16 Performance Security

16.1 If required, as specified **in the SCC**, the supplier shall, within the period of time indicated **in the SCC**, provide a performance security for the performance of the contract in the amount specified **in the SCC**.

16.2 The performance security shall be payable to the procuring entity as compensation for any loss resulting from the supplier's failure to complete its obligations under the contract.

16.3 The performance security shall be in the currency of the contract and shall be in a format stipulated **in the SCC**, unless otherwise agreed with the procuring entity.

16.4 The performance security shall expire twenty-eight (28) days after the expected completion date for delivery of the goods, stated in GCC Sub-Clause 11.1. In the event of an extension to the expected completion date, the procuring entity shall seek an extension to the performance security.

16.5 The performance security shall be promptly returned to the supplier following its expiration and the supplier's completion of its performance obligations under the contract.

17 Copyright

17.1 The copyright in all drawings, documents, and other materials containing data and information furnished to the procuring entity by the supplier herein shall remain vested in the supplier, or, if they are furnished to the procuring entity directly or through the supplier by any third party, including suppliers of materials, the copyright in such materials shall remain vested in the third party.

18 Confidentiality

18.1 Notwithstanding any law to the contrary, the procuring entity and supplier shall keep confidential and shall not, without written consent of the other party hereto, divulge to any third party any documents, data, or other information furnished directly or indirectly by the other party hereto in connection with the contract, whether such information has been furnished prior to, during or following completion or termination of the contract.

18.2 Neither party shall use any such documents, data, and other information received from the other party for any purposes unrelated to the contract, without prior approval.

18.3 The obligations in GCC Sub-Clauses 18.1 and 18.2, shall not apply to information that:

(a) either party are required to share with institutions financing the contract; or

(b) otherwise becomes lawfully available to that party from a third party that has no obligation of confidentiality; or

(c) can be proven to have been possessed by that party at the time of disclosure and which was not previously obtained, directly or indirectly, from the other party; or

(d) now or hereafter enters the public domain through no fault of that party.

19 Subcontracting

19.1 The supplier shall notify the procuring entity in writing of all subcontracts awarded under the contract if not already specified in the tender. Such notification, in the original tender or agreed later shall not relieve the supplier from any obligations, duties, responsibilities or liabilities under the contract.

19.2 All subcontractors shall comply with the provisions of GCC Clause 3.

20 Specifications and Standards

20.1 The goods supplied under this contract shall conform to the technical specifications and standards stated in the contract agreement. When no applicable standard is mentioned, the standard shall be equivalent or superior to the official standards within the country of origin of the goods and, suitable for use in Saint Lucia.

20.2 The supplier shall be entitled to disclaim responsibility for any design, data, drawings, specifications or other documents, or any modification thereof provided or designed by or on behalf of the procuring entity, by giving notice of such disclaimer to the procuring entity.

21 Packing and Documents

21.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to its final destination, as indicated in the GCC Sub-Clause 11.1.

21.2 The packing, marking and documentation requirements shall comply strictly with any instructions that are stated **in the SCC**.

22 Inspections and Tests

22.1 The supplier shall at its own expense and at no cost to the procuring entity, unless otherwise stated **in the SCC**, carry out all such tests and/or inspections of the goods and related services as are specified **in the SCC**.

22.2 The inspections and tests may be conducted on the premises of the supplier or its subcontractor, at the delivery location, or in another location in Saint Lucia as specified **in the SCC**. Where the inspections and/or tests are to be conducted at the premises of the supplier or its subcontractor, all reasonable assistance and access shall be provided by the supplier in order to undertake the required inspections and tests.

22.3 The procuring entity shall inspect the goods upon delivery to determine they have been delivered in accordance with the contract. The supplier shall confirm in writing once it is satisfied the goods have been delivered in accordance with the contract.

22.4 The procuring entity may reject any goods or any part thereof that fail to pass any test and/or inspection or do not conform to the specifications. The supplier shall either rectify or replace rejected goods or parts thereof or make alterations necessary to meet the specifications at no cost to the procuring entity, and shall repeat the test and/or inspection, at no cost to the procuring entity.

22.5 In the event of a dispute over the findings of the inspection between the supplier and the inspecting official or agency, such dispute shall be resolved by in accordance with GCC Clause 9.

23 Liquidated Damages

23.1 Except as provided under GCC Clause 28, if the supplier fails to deliver any or all of the goods by the date(s) of delivery within the period specified in the contract, the procuring entity may without prejudice to all its other remedies under the contract, deduct liquidated damages from the contract price until actual delivery is completed, as prescribed **in the SCC**.

24 Warranty

24.1 The supplier warrants that all the goods are new, unused, and of the most recent or current models, unless otherwise stated in the procurement contract.

24.2 The supplier further warrants that the goods shall be free from defects arising from any act or omission of the supplier, under normal use.

24.3 The warranty shall remain valid for the period of time as indicated **in the SCC**.

24.4 Should any defect occur during the warranty period, the procuring entity shall give written notice to the supplier stating the nature of any such defects and shall promptly provide evidence following its discovery.

24.5 Upon receipt of such notice, the supplier shall expeditiously repair or replace the defective goods or parts thereof, at no cost to the procuring entity.

24.6 If the supplier fails to remedy the defect within thirty (30) days, the procuring entity may proceed to take remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the procuring entity may have against the supplier under the procurement contract.

25 Patent Indemnity

25.1 The supplier shall indemnify and hold harmless the procuring entity from and against any and all suits, actions or costs, which the procuring entity may suffer as a result of any infringement or alleged infringement of any patent, utility model, registered design, trademark, copyright, or other intellectual property right registered or otherwise existing at the date of the Contract by reason of:

(a) the installation of the goods by the supplier or the use of the goods in Saint Lucia; and

(b) the sale in any country of the products produced by the goods.

25.2 Such indemnity shall not cover any use of the goods or any part thereof other than for the purpose indicated by or to be reasonably inferred from the contract.

25.3 The procuring entity shall promptly give notice to the supplier of any proceedings, and the supplier may at its own expense and in the procuring entity's name, conduct such proceedings and any negotiations for the settlements of such proceedings. If the supplier fails to notify the procuring entity within twenty-eight (28) days after receipt of such notice of its intentions to conduct such proceedings, then the procuring entity shall be free to conduct the same on its own behalf.

25.4 The procuring entity shall indemnify and hold harmless the supplier from and against any and all suits, actions or costs, which the supplier may suffer as a result of any infringement or alleged infringement of any patent, utility model, registered design, trademark, copyright, or other intellectual property right registered or otherwise existing at the date of the contract arising in connection with any design, data, drawing, specification or other documents provided or designed by or on behalf of the procuring entity.

26 Limitation of Liability

26.1 Except in cases of criminal negligence or wilful misconduct:

(a) The supplier shall not be liable to the procuring entity, whether in contract or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay liquidated damages; and

(b) The aggregate liability of the supplier to the procuring entity, whether under the contract, or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment, or to any obligation of the supplier to indemnify the procuring entity with respect to patent infringement.

27 Changes in Laws and Regulations

27.1 If, after the date of 28 days prior to date of tender submission, there are any changes to the law within Saint Lucia that subsequently affects the delivery date and/or the contract price, then such delivery date and/or contract price shall be correspondingly increased or decreased, to the extent that the supplier has been affected in the performance of any of its obligations under the contract.

28 Force Majeure

28.1 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.

28.2 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, acts of the procuring entity in its sovereign

capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

28.3 If a force-majeure situation arises, the supplier shall promptly notify the procuring entity in writing of such condition and the cause thereof. Unless otherwise directed by the procuring entity 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.

29 Contract Amendments

29.1 The procuring entity may at any time order the supplier through notice in accordance GCC Clause 8, make changes within the general scope of the contract in any one or more of the following:

(a) drawings, designs, or specifications, where goods to be supplied under the contract are to be specifically manufactured for the procuring entity; or
(b) the method of shipment or packing; or
(c) the place of delivery; or
(d) the related services to be provided by the supplier.

29.2 If, the changes stated in GCC Sub-Clause 29.1 result in an increase or decrease in cost or time required for the supplier to execute the contract, an equitable adjustment shall be made to the contract price and/or in the delivery schedule, the contract shall be amended accordingly through the issuance and signing by both parties of an amendment of contract.

30 Termination

Termination for Default

30.1 The procuring entity, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate the procurement contract in whole or in part:

(a) if the supplier fails to deliver any or all of the goods within the period specified in the procurement contract, or within any extension thereof granted by the procuring entity pursuant to Sub-Clause 6;
(b) if the supplier fails to perform any other obligation under theprocurement contract.

30.2 In the event the procuring entity terminates the procurement contract in whole or in part, pursuant to Sub-Clause 30.1(a), the procuring entity may procure, upon such terms and in such manner as it considers appropriate, goods similar to those undelivered or not performed, and the supplier shall be liable to the procuring entity for any additional costs for such similar goods. However, the supplier shall continue performance of the procurement contract to the extent not terminated.

Termination for Insolvency

30.3 The Procuring Entity may at any time terminate the procurement contract by giving notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In such event, termination shall be without compensation to the supplier, provided that such termination shall not prejudice or affect right of action or remedy that has accrued or shall accrue thereafter to the procuring entity.

31 Export Restriction

31.1 Notwithstanding any obligation under the contract to complete all export formalities, any export restrictions attributable to the procuring entity, for use of the goods, systems or services to be supplied, which arise from trade regulations from a country supplying those goods, which substantially impede the supplier from meeting its obligations under the contract, shall release the supplier from the obligation to provide deliveries, that the

supplier can demonstrate to the satisfaction of the procuring entity that is has completed all formalities in a timely manner, including applying for permits, authorisations and licenses necessary for the export of the goods under the terms of the contract. Termination of the contract on this basis shall be for the procuring entity's convenience pursuant to GCC Sub-Clause 30.1.

Section IX. Special Conditions of Contract for the Supply of Goods (SCC)

The Procuring Entity must complete all highlighted sections and delete the *italics* prior to issuance of the tendering document.

GCC Clause Reference	
GCC 2.1	The current version of Incoterms is: Incoterms 2020
GCC 9.2	The procedures for arbitration shall be as follows: The arbitration shall be conducted by a sole arbitrator appointed by mutual agreement of the parties.
GCC 11.1	The supplier shall deliver the goods to the following location(s): Government Warehouse, Massade, Gros Islet, Saint Lucia Delivery days: Mondays to Fridays Delivery times: 9:30 to 2:00 pm. The latest delivery date to deliver all goods to the delivery address stated above shall be December 31, 2026
GCC 13.1	The contract price shall not be adjustable.
GCC 14.1	The following payment schedule shall apply: Payment of 100% of the Contract Price shall be made to the successful Supplier upon delivery, inspection, and acceptance of the Goods by the Procuring Entity, subject to submission of a valid invoice and any other required supporting documentation.
GCC 14.2	The Procuring Entity shall pay the Supplier 100% of the Contract Price within thirty (30) days following receipt of a valid and accurate invoice from the Supplier, provided that the Goods have been delivered, inspected, and accepted by the Procuring Entity in accordance with the Contract.
GCC 14.3	The supplier shall be entitled to rate of [insert]% per annum following the scheduled payment date for each day until payment has been received. Not applicable
GCC 21.2	**Packing and Marking Requirements** The supplier shall supply all goods in accordance with the following packing requirements: • The Goods shall be securely and appropriately packaged to protect them against damage, deterioration, contamination, or loss during transportation, handling, storage, and delivery. • Packaging shall be suitable for the nature of the Goods and the method of transportation and shall ensure that the Goods are delivered in good condition and in conformity with the Contract requirements. • Each package shall be clearly marked with the description of the Goods, quantity, relevant identification or reference number, and any other information necessary to facilitate identification, handling, storage, and delivery. • Where applicable, packages shall bear appropriate handling instructions and warnings, including indications such as “Fragile,” “This Side Up,” or “Keep Dry.” The Supplier shall be responsible for ensuring that all packaging and markings comply with applicable laws, regulations, standards, and the requirements of the Contract.

GCC 21.2	**Documentation Requirements** The Supplier shall ensure that the following documents accompany each delivery of Goods, as applicable: • Packing list identifying the description and quantity of Goods contained in each package; • Delivery note clearly identifying the Contract or Purchase Order reference number; • Manufacturer's warranty or guarantee documentation; • Certificates of conformity, inspection, testing, or quality, where applicable; • Delivery inspection and acceptance records, duly completed and signed by the Supplier and the authorized representative of the Procuring Entity; and • Any other documentation required under the Contract or specified in the Technical Specifications. All documents shall be securely enclosed with or affixed to the relevant package, or otherwise provided to the Procuring Entity at the time of delivery, as specified in the Contract.
GCC 22.1	The goods shall not be subject to inspection prior to delivery.
GCC 22.2	The location of the inspections/tests, as detailed in GCC Sub-Clause 22.1, shall take place at the following location. Not applicable
GCC 23.1	Liquidated damages shall be applied at a rate of **0.5% of the delivered price of the delayed Goods for each week or part thereof of delay**, calculated from the date specified for delivery until the actual date of delivery. The total amount of liquidated damages shall not exceed **10% of the Contract Price**. The Procuring Entity shall be entitled to deduct the applicable liquidated damages from any payment due to the Supplier under the Contract, without prejudice to any other rights or remedies available to the Procuring Entity under the Contract or applicable law.
GCC 24.3	The Supplier shall provide a warranty for the Goods for a period of **one (1) year for Office Supplies and three (3) years for Office Equipment**, commencing from the date of satisfactory delivery and acceptance of the Goods by the Procuring Entity. The warranty shall cover defects in materials, workmanship, and performance arising under normal use and operation. The Supplier shall, at no additional cost to the Procuring Entity, repair or replace any Goods or components found to be defective during the warranty period, within a reasonable period specified by the Procuring Entity.

Open Competitive Tendering
For the Supply of Goods

Procuring Entity: Department of Finance, Constituency Development and People Empowerment
Procuring Entity Address: Finance Administrative Centre, Pointe Seraphine, Castries, Saint Lucia
Public Procurement Contract Name: 2026-2027 Procurement of Office Supplies, Furniture and Equipment, Computers and Laptops.
Procurement Contract Reference No.: FIN-ITT-O-G-002/2026-27

Date of issue: October 06, 2026

TO: ALL INTERESTED SUPPLIERS

Department of Finance of Saint Lucia ("the Procuring Entity") requests your tender for the supply of Stationery and Office Supplies, Office Furniture and Equipment, Desktop Computers and Laptops ("the Goods").

Your tender shall be submitted by the **deadline of November 18, 2026** in accordance with the instructions stated in the Tendering Documents and the attached form of Public Procurement Contract Agreement.

The goods shall be delivered against the following delivery terms: DAP (Delivered at Place) Government Warehouse, Massade, Gros Islet, Saint Lucia.

Any Public Procurement Contract resulting from this tender shall be subject to Section VIII. General Conditions of Contract for the Supply of Goods and Section IX. Special Conditions of Contract for the Supply of Goods, attached.

All tenders shall require a validity period of (90 days) from the deadline for submission of tenders in accordance with instructions stated in the Instruction to Tenderers (ITT) Sub-Clause 13.1.

All communications with the Procuring Entity about this tender must be made in writing in accordance with the instructions stated in ITT Sub-Clause 7.1.

We request your confirmation of receipt of the tendering documents and that you inform us by November 02, 2026 whether you intend to submit a tender in response to the tendering documents

This tender is issued in accordance with the Public Procurement Act, Cap. 15.10 of the Revised Laws of Saint Lucia ("the Act").

Yours faithfully,

Francis Fontenelle
PERMANENT SECRETARY

Printer Specifications for Multi-Function Printers (Minimum 10 users)

For use in the Caribbean Region

Copy, Email, Fax, Print, Scan

Single-pass Duplex Automatic Document Feeder
Capacity: 500 sheets or greater

Specification	
Print color	Monochrome and Color
Paper Size	Tray (Multipurpose tray): Custom sizes: (A4, 8.5 x 11, 8.5 x 14 Inches)
Print Speed	Should be able to produce prints at minimum up to 58/59 ppm
Photocopy/Scanning document handling	Single-Pass Duplex Automatic Document Feeder (2 sided)
Monthly Duty Cycle	Up to 85,000 images/month
Connectivity	Ethernet 10/100/1000 Base-T
Print Features	Capable of two sided printing, Secure print, Job monitoring, Bi-directional real time Status
Copy Resolution	Copy minimum range 600 dpi or above; Print Minimum range 1200 to 2400dpi
Scan	Scan to: USB, EMAIL, Network (FTP, SMB, HTTP, HTTPS, SFTp), folder
Scan output formats	PDF, PDF/A, JPEG, TIFF
Input voltage	220-240 VAC
Warranty	Minimum 3 years onsite, extendable to 5 years

INSTALLATION OF PRINTERS WILL BE DONE BY THE BIDDER AT THE VARIOUS GOVERNMENT LOCATION UPON REQUEST. Indicate whether this will be done in your cover letter

Printer Specifications for Desktop Printers (All-in-one)

For use in the Caribbean Region

Copy, Email, Fax, Print, Scan
Single-pass Duplex Automatic Document Feeder (35 sheet capacity)
Capacity: 250 sheets or greater
Supports Ethernet connectivity and Wi-Fi

Specification	
Print color	Monochrome and Color
Paper Size	Tray (Multipurpose tray): Custom sizes: (3x5, A4, 8.5 x 11, 8.5 x 14 Inches) Should be able to print envelopes
Print Speed	Should be able to produce prints at minimum up to 38-39 ppm
Photocopy/Scanning document handling	Two-sided scanning and copying
Monthly Cycle	Minimum 30,000 pages
Input voltage	220-240 VAC
Warranty	Minimum 3 years onsite or carry-in

PRICE SCHEDULE FORM

LOT A- Assorted Stationery Supplies

Item No.	Description	Qty	Unit of Measure	Cost Per Unit EC$	Sub-Total	VAT 12.5%	Amount (EC$)
1	**Stamp Pad Ink (Black)** Non-toxic with dab-on applicator. 2fl oz or 59mls	300	each	$0.00	$0.00	$0.00	$0.00
2	**Stamp Pad Ink (Blue)** Non-toxic with dab-on applicator. 2fl oz or 59mls	150	each	$0.00	$0.00	$0.00	$0.00
3	**Stamp Pad Ink (Red)** Non-toxic with dab-on applicator. 2fl oz or 59mls	150	each	$0.00	$0.00	$0.00	$0.00
4	**Stamp Pads (Black)** 2 3/4" x 4 1/4" Foam Pad. Leak Proof and rust resistant case. Re-inkable.	250	each	$0.00	$0.00	$0.00	$0.00
5	**Stamp Pads (Blue)** 2 3/4" x 4 1/4" Foam Pad. Leak Proof and rust resistant case. Re-inkable.	200	each	$0.00	$0.00	$0.00	$0.00
6	**Stamp Pads (Red)** 2 3/4" x 4 1/4" Foam Pad. Leak Proof and rust resistant case. Re-inkable.	100	each	$0.00	$0.00	$0.00	$0.00
7	**Hanging Folders: Legal size (22.25cm X 35cm)** A box should contain a miminum of 25 folders	600	box	$0.00	$0.00	$0.00	$0.00
8	**Heavy Duty Staples** A box should contain a minimum of 1000 chisel point 0.625cm staples.	100	pkt/1000	$0.00	$0.00	$0.00	$0.00
9	**Heavy Duty Staples** A box should contain a minimum of 1000 chisel point 0.95cm staples.	100	pkt/1000	$0.00	$0.00	$0.00	$0.00
10	**Heavy Duty Staples** A box should contain a minimum of 1000 chisel point 1.25 cm staples.	100	pkt/1000	$0.00	$0.00	$0.00	$0.00
11	**Standard Stapling Machines** Made of metal and can load a full strip of staples.	500	box	$0.00	$0.00	$0.00	$0.00
12	**Standard Staples**	400	each	$0.00	$0.00	$0.00	$0.00

	A box should contain a minimum of 5000 chisel point staples.						
13	**Paper Punch** Padded handle for a more comfortable grip	300	each	$0.00	$0.00	$0.00	$0.00
14	**Treasury Tags**	300	each	$0.00	$0.00	$0.00	$0.00

PRICE SCHEDULE FORM

LOT A- Assorted Stationery Supplies (*cont'd*)

Item No.	Description	Qty	Unit of Measure	Cost Per Unit EC$	Sub-Total	VAT 12.5%	
15	**Permanent Markers (Jumbo)** Packaged by 12 assorted colours. Should be large chisel tip markers, low-odor and safe for use.	200	pack/12	$0.00	$0.00	$0.00	$0.00
16	**Assorted Highlighters** Packaged by 4 assorted colours. Should be chisel tip highlighters, Low ordor and safe for use	300	pack/4	$0.00	$0.00	$0.00	$0.00
17	**Glue Sticks**	500	each	$0.00	$0.00	$0.00	$0.00
18	**Paper Clips**	500		$0.00	$0.00	$0.00	$0.00
19	**Paper Clips**	500		$0.00	$0.00	$0.00	$0.00
20	**Staple Removers**	300		$0.00	$0.00	$0.00	$0.00
21	**Rulers: Metal** Metal stainless steel rulers (12 inches)	300	each	$0.00	$0.00	$0.00	$0.00
22	**Scissors** 10cm Blade with Plastic Handle (8inches)	300	each	$0.00	$0.00	$0.00	$0.00
23	**Staple Removers**	200	each	$0.00	$0.00	$0.00	$0.00
24	**Push Pins**	300	Ctn/10	$0.00	$0.00	$0.00	$0.00
	Plastic Head Push Pin -0.25"(6.35mm) Diameter-100/Pack Assorted Colors Steel Pin 3/8" point						
25	**Scotch Tape (clear)** Strong and durable. 3/4 inch wide	1000	each	$0.00	$0.00	$0.00	$0.00
26	**Clear Sealing Tape**	500	each	$0.00	$0.00	$0.00	$0.00

	Strong and durable. **3 inches wide**						
27	**Masking Tape (cream coloured)**	500	roll	$0.00	$0.00	$0.00	$0.00
	Strong and durable. **3 inches wide**						
	Total (Items 1-27)				$0.00	$0.00	$0.00

Name of Tenderer:

Signature of Tenderer:

PRICE SCHEDULE FORM

LOT B- Bristol Board

	Description	QTY	Untit of Measure	Cost Per Unit EC$	Sub-Total	VAT 12.5%	Amount (EC$)
28	**Bristol Board (56.25cmx71.25 cm)**	200	Pkts	$0.00	$0.00	$0.00	$0.00
	Should be packaged by 100 assorted colours						
	Total (Items 24)				$0.00	$0.00	$0.00

Name of Tenderer:

Signature of Tenderer:

PRICE SCHEDULE FORM

LOT C- Writing Supplies

Item No.	Description	Qty	Unit of Measure	Cost Per Unit EC$	Sub-Total	VAT 12.5%	Amount (EC$)
29	**Notebooks (2 Quire Minimum 196-200 pages)**  GOVERNMENT OF SAINT LUCIA Hardcover, Labelled with logo, legally ruled non-spiral (21.25cm X 35cm)	300	each	$0.00	$0.00	$0.00	$0.00
30	**Notebooks (3 Quire Minimum 296-300 pages)**  GOVERNMENT OF SAINT LUCIA Hardcover, Labelled with logo, legally ruled non-spiral (21.25cm X 35cm)	300	each	$0.00	$0.00	$0.00	$0.00

31	**Notebooks (4 Quire Minimum 396 to 400 pages)**  GOVERNMENT OF SAINT LUCIA Hardcover, Labelled with logo, legally ruled non-spiral (21.25cm X 35cm)	300	each	$0.00	$0.00	$0.00	$0.00
32	**Foolscape Sheets (White)500 sheets** Legal Single Horizontal ruling loose sheets, single verticle margin line on the left	500	pkts	$0.00	$0.00	$0.00	$0.00
33	**Legal Writing Pads (White)** Legal Size: (21.59cm X **35cm**)	600	each	$0.00	$0.00	$0.00	$0.00
34	**Steno Pads** Sheet size: 6"x 9". For general office use	800	each	$0.00	$0.00	$0.00	$0.00
	Total (Items 29-34)				$0.00	$0.00	$0.00

Name of Tenderer:
Signature of Tenderer:

PRICE SCHEDULE FORM
LOT D- (Photocopy Paper)

Item	Description	Qty	Unit of	Cost Per	Sub-Total	VAT 12.5%	Amount (EC$)
35	**Copy Paper (21.25cm X 27.5cm)** 75grams at least 97% white reams of paper. A carton contains 10 reams, 500 sheets per ream.	1000	Ctn/10	$0.00	$0.00	$0.00	$0.00
36	**Copy Paper (21.25cm X 35cm)** 75grams at least 97% white reams of paper. A carton contains 10 reams, 500 sheets per ream.	300	Ctn/10	$0.00	$0.00	$0.00	$0.00
	Total (Items 35-36)				$0.00	$0.00	$0.00

Name of Tenderer:
Signature of Tenderer:

PRICE SCHEDULE FORM
LOT E- FURNITURE - DESK

Item No.	Description	Qty	Unit of Measure	Cost Per Unit EC$	Sub-Total	VAT 12.5%	Amount (EC$)
37	**DESK (48 x 30)**	60	each	$0.00	$0.00	$0.00	$0.00
	Wooden Single Pedestial desk for office use with two locking file draws, grommet in top and cord pass through in back panel. (**Installation required**)						
38	**DESK (60 x 30)**	30	each	$0.00	$0.00	$0.00	$0.00
	Wooden double Pedestial desk for office use with two locking file draws (on both sides), grommet in top and cord pass through in back panel. (**Installation required**)						
39	**L-SHAPED DESK (60 x30) with return (42x24)**	10	each	$0.00	$0.00	$0.00	$0.00
	Wooden double Pedestial desk for office use with two locking file draws (one both sides), grommet in top and cord pass through in back panel. (**Installation required**)						
	Total (Items 37-39)				$0.00	$0.00	$0.00

Name of Tenderer:
Signature of Tenderer:

PRICE SCHEDULE FORM

LOT F- FURNITURE -CHAIRS (BLACK, BURGUNDY OR NAVY BLUE)

Item No.	Description	Qty	Unit of Measure	Cost Per Unit EC$	Sub-Total	VAT 12.5%	Amount (EC$)
40	**Executive - High Back, Swivel & Tilt Capable (BLACK)**	120	each	$0.00	$0.00	$0.00	$0.00
	Pneumatic Seat Height Adjustments; **Tilt Tension**, **lumbar support** & Lock Controls; Non-Fabric, No Mesh & Easy Clean. **(Fully Assembled**)						
41	**Office Clerk - Medium Back, Swivel & Tilt Capable (BLACK)**	140	each	$0.00	$0.00	$0.00	$0.00

	Pneumatic Seat Height Adjustments; **Tilt Tension**, **lumbar support** & Lock Controls; Non-Fabric, No Mesh & Easy Clean.Height 16 to 20 inches. Width 19 to 21 inches. Depth of Chair 15 to 19 inches **(Fully Assembled)**						
42	**Office Guest Chairs: With Arms** Non-Fabric Chair with Padded Seat WITH Armrests. **(Fully Assembled)**	50	each	$0.00	$0.00	$0.00	$0.00
43	**Office Waiting Chairs: Without Arms** Non-Fabric, Easy Clean Chair with Padded Seat WITHOUT Armrests. **(Assembled)**	50	each	$0.00	$0.00	$0.00	$0.00
44	**Ergonomic Chair Black (Fully Assembled)** Overall dimesion acceptable 19.2"D x 19.8"W x 49.5"H, Adjustable Headrest, Large backreast to support entire back and should have ability to recline, Adjustable Lumbar support, High density padding and material should be easy to clean, Seat width and height 20" x 18", Adjustable comfortable armrests, Lever to adjust seat height, Ability to Swivel, Base should have five pedals for stability, should have freely moving castors, the withsandt up to 300 pounds	25	each	$0.00	$0.00	$0.00	$0.00
45	**AirportStyle Chairs (3 seater)**	25	each	$0.00	$0.00	$0.00	$0.00
	Total (Items 40-45)				$0.00	$0.00	$0.00

Name of Tenderer:
Signature of Tenderer:

PRICE SCHEDULE FORM

LOT G- FURNITURE -FILING CABINETS

Item No.	**Description**	**Qty**	**Unit of Measure**	**Cost Per Unit EC$**	**Sub-Total**	**VAT 12.5%**	**Amount (EC$)**
46	**Lateral - 4 Drawer** 36" W x 19 1/4" D x 53 1/4" H, Legal with Fixed front drawers. WITH MOUNTED LOCKS - PUTTY, BLACK OR LIGHT GREY. **(Assembled)**	50	each	$0.00	$0.00	$0.00	$0.00
47	**Vertical - 4 Drawer (Installation required)** 18 1/2" W x 26 1/2" D x 52" H, Legal with Fixed Front Drawers. WITH MOUNTED LOCKS - PUTTY, BLACK OR LIGHT GREY. **(Assembled)**	50	each	$0.00	$0.00	$0.00	$0.00

	Total (Items 46-47)		$0.00	$0.00	$0.00

Name of Tenderer:
Signature of Tenderer:

PRICE SCHEDULE FORM
LOT H- (OFFICE EQUIPMENT)

Item No.	**Description**	**Qty**	**Unit of Measure**	**Cost Per Unit EC$**	**Sub-Total**	**VAT 12.5%**	**Amount (EC$)**
48	**Shredder: Heavy Duty, Cross-Cut or Micro-Cut** Type: Cross-Cut or Micro-Cut Security Level: P-4 (Cross-cut) or higher per DIN 66399 Sheet Capacity: Minimum 15–20 sheets per pass Bin Capacity: Minimum 25 litres Run Time: Minimum 30 minutes continuous before cooldown Features: Auto Start/Stop, Reverse Function, Overheat Protection, Jam Proof System Warranty: Minimum 3 years	15	each	$0.00	$0.00	$0.00	$0.00
49	**Scanners (Colour Multifeed)** Type: Sheet-fed Document Scanner (ADF) Optical Resolution: Minimum 600 dpi Scan Speed: At least 30 pages per minute (simplex), 60 images per minute (duplex) ADF Capacity: Minimum 50 sheets Interface: USB 3.0 and Ethernet (or Wi-Fi) Supported Formats: PDF, JPEG, TIFF, OCR (Searchable PDF) Duty Cycle: Minimum 3,000 pages/day Warranty: Minimum 3 years	60	each	$0.00	$0.00	$0.00	$0.00
	Total (Items 48-49)				$0.00	$0.00	$0.00

Name of Tenderer:
Signature of Tenderer:

PRICE SCHEDULE FORM
LOT I- (OFFICE EQUIPMENT-PRINTERS)*

Item No.	Description	Qty	Unit of Measure	Cost Per Unit EC$	Sub-Total	VAT 12.5%	Amount (EC$)
50	**Colour Multifunction Printers (2 trays)**	5	each	$0.00	$0.00	$0.00	$0.00
51	**Monochrome Multifunction Printers (2 trays)**	5	each	$0.00	$0.00	$0.00	$0.00
52	**Colour Officejet/Desktop Printers (2 trays) (4 cartridges)**	10	each	$0.00	$0.00	$0.00	$0.00
53	**Monochrome Officejet/Desktop Printers (2 trays) (1 cartridge)**	10	each	$0.00	$0.00	$0.00	$0.00
	Total (Items 50-53)				$0.00	$0.00	$0.00

*** See attached Specifications**

Name of Tenderer:

Signature of Tenderer:

PRICE SCHEDULE FORM

LOT J- LAPTOPS

Item No.	Finance Minimum Specification	Supplier Minimum Specification	Qty	Cost Per Unit EC$
54	**For use in the Caribbean Region**	**BRAND MODEL:**	100	$0.00
	MEMORY 16 GB DDR4 or DDR5			
	VIDEO MEMORY Integrated Intel Iris Xe/AMD Radeon Graphics			
	PROCESSOR Intel Core Ultra i7 (no more than one generation behind current retail lineup) or AMD Ryzen AI 7 (300 series or newer)			
	HARD DRIVE 1 TB NvMe SSD minimum			
	SCREEN/MONITOR			

	14–15.6 inch screen, Full HD (1920 x 1080) or higher resolution. IPS Anti-Glare. 1080p camera with privacy shutter			
	Battery Life Minimum 10 hours on a single charge			
	OPERATING SYSTEM Windows 11 Pro (GENUINE) Without (S mode) pre installed			
	CONNECTIVITY Wi-Fi 7 (backward compatible to 6/6E) & Bluetooth 5.4			
	PORTS 3 or more USB ports, including at least 1× USB4 (USB-C) port supporting 40Gbps and USB Power Delivery for docking. Remaining ports may be USB-A (USB 3.2 Gen 1 or higher). Full HDMI or DisplayPort, audio jack			
	Keyboard and trackpad backlit keyboard with responsive trackpad			
	MOUSE Wireless Mouse			
	WARRANTY Minimum Three (3) Years extendable to 5 Years			
	POWER ADAPTOR 3pin US plug			
	SUNDRIES Carrying Case(bag); After Sales Support			
	Total (Item 54)		100	$0.00

Name of Tenderer:

Signature of Tenderer:

PRICE SCHEDULE FORM

LOT K- DESKTOP COMPUTERS

Item	Finance Minimum Specification	Supplier Minimum Specification	Qty	Cost Per Unit
55	**For use in the Caribbean Region**	**BRAND MODEL:**	150	$0.00
	MEMORY			$0.00

	16 GB DDR5 (expandable to 32 GB)			
	VIDEO MEMORY Integrated Intel UHD or AMD Radeon Graphics			
	PROCESSOR Intel Core Ultra i7 (no more than one generation behind current retail lineup) or AMD Ryzen 7 (7000 series or newer)			
	HARD DRIVE 1 TB NvMe SSD minimum			
	SCREEN/MONITOR 24 inch monitor Full HD (1920 x 1080) or QHD (2560 x 1440) with IPS panel and adjustable stand. Should have the following ports: 1 HDMI and 1 DisplayPort			
	NETWORK CARD Gigabit Ethernet Port, Wi-Fi 7 (backward compatible to 6/6E) + Bluetooth 5.4			
	OPERATING SYSTEM Windows 11 Pro (GENUINE) Without (S mode) pre installed			
	FORM FACTOR SIZE Micro tiny form factor with monitor mount, small form factor, mini tower			
	Display Port 1 HDMI and 1 DisplayPort			
	USB PORT 3 or more USB ports, including at least 1× USB4 (USB-C) port supporting 40Gbps and USB Power Delivery for docking. Remaining ports may be USB-A (USB 3.2 Gen 1 or higher)			
	KEYBOARD USB Keyboard			
	MOUSE USB 2-Button Optical with Scroll			
	WARRANTY Minimum Three (3) Years extendable to 5 Years			
	POWER ADAPTOR 3pin US plug			
	SUNDRIES After Sales Support			
56	**Monitors** **27-inch Full HD (1920 x 1080) or QHD (2560 x 1440) with IPS panel and adjustable stand. Should have the following ports: 1 HDMI and 1 DisplayPort**		20	$0.00 $0.00

	Total (Item 55-56)		170	$0.00

Name of Tenderer:

Signature of Tenderer: