

CARIBBEAN COMMUNITY CLIMATE CHANGE CENTRE



Invitation to Quote (ITQ) - Shopping For Goods

VARIETY OF GOODS FOR USE BY THE
COMMUNICATIONS UNIT AT THE CARIBBEAN
COMMUNITY CLIMATE CHANGE CENTRE
(CCCCC)

SEPTEMBER 2017

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|--------------------|---|
| Project Title: | Climate Change Adaptation Program (CCAP) |
| Source of Funding: | United States Agency for International Development (USAID) |
| Purchaser: | Caribbean Community Climate Change Centre |
| Contract Ref: | USAID-CCAP/CCCCC: SH-G-23-2017 |
| Contract Title: | Supply of Equipment and Goods for the Communications Unit at the CCCCC |
| Issued: | September 20, 2017 |

Invitation to Quote (ITQ)

1. You are invited to submit your price quotation(s) for the supply of the following items:

a. LOT 1 - TRADE SHOW PARAPHERNALIA

| No. | Item | Quantity |
|-----|------------------------------------|---------------------------------|
| 1 | Portable Counter with carrying bag | 1 |
| 2 | Table Covers | 4 |
| 3 | Folding Panel Displays/ Backwall | 2 |
| 4 | Back Drop Portable Support System | 2 |
| 5 | Backdrop background clip holders | 4 sets (12 in each set) |
| 6 | Muslin Clamps | 8 packs (6 clamps in each pack) |
| 7 | Portable display Canopy | 2 |

b. LOT 2 - ELECTRONICS AND RELATED ITEMS

| No. | Item | Quantity |
|-----|--|----------|
| 1 | Ipad Mini 4 | 1 |
| 2 | Ipad Mini 4 - Silicone Case | 1 |
| 3 | IPad mini 4 Smart Cover | 1 |
| 4 | Edifier Prisma 2.1 Bluetooth Audio Speakers System - Black | 1 |
| 5 | Video Camera Bundle Kit | 1 |

c. LOT 3 - ONE (1) MULTIPURPOSE EQUIPMENT (for printing, copying and scanning) with minimum one (1) year warranty and three (3) years' service contract

Technical specifications for each item in the various LOTS are described in **Form 2** hereto.

2. **You must quote for one or more than one LOTS. However, quotations must be provided for ALL the items specified in each LOT.** Price quotations will be evaluated for all the items together in each LOT. Contracts will be awarded to the firm(s) offering the lowest evaluated total cost for all the items in each LOT. Quotations that do not cover ALL items in the respective LOT will be disqualified. *Compatibility of the equipment offered in LOT 3 with the Purchaser's / Centre's existing network will be an important evaluation criterion.*

3. Your quotation shall consist of:

- i. *Form of Quotation* – filled and signed
- ii. *Terms and Conditions of Supply* - filled in and signed
- iii. *Technical Specifications of goods / equipment offered* - filled in and signed
- iv. *Copy of Company / Firm Registration*

- v. **Description of Warranty**
 - vi. **Manufacturers' Authorization**, if applicable.
4. Your quotation must be accompanied by adequate technical documentation and catalogue(s) and other printed materials or pertinent information (in English language) for each item quoted. **This includes the submission of pictures/brochures for all items quoted.** With respect to LOT 3, you must submit a copy of your company's authorization from the manufacturer of the **equipment**, if applicable.
5. Your quotation must be delivered by ***electronic means*** to the email address procurement@caribbeanclimate.bz at or before **2:00 p.m. (Belize Time GMT- 6) on Thursday 28th September, 2017.** Suppliers wishing to compete for more than one LOT must submit separate files for each LOT.
6. Your offer should be prepared as per the following instructions and in accordance with the FORMS attached as a separate file.
- A. **PRICES:** Prices should be quoted **CIP** for imported goods, or **EXW** for domestically supplied goods, according to INCOTERMS, 2010. **Prices must be quoted in United States Dollars (USD) by Suppliers based outside of Belize and in Belize Dollars by Suppliers based in Belize. Payment will be made in USD or Belize dollars respectively. For the purpose of evaluation all quotations will be converted to United States Dollar using the conversion rates at <https://www.oanda.com/currency/converter/> as at Thursday 28th September, 2017.**
- B. **EVALUATION OF QUOTATIONS:** Offers determined to be substantially responsive to the technical specifications will be evaluated by comparison of their CIP/EXW price (plus any price quoted for delivery to the place of destination, which is the Centre's Office at Lawrence Nicholas Building, Ring Road, Belmopan, BELIZE. The following additional criteria will be used to evaluate the offer: **(a) the Supplier's back up service (in respect of LOT 3), (b) compatibility of the equipment with the Centre's configuration (in respect of LOT 3), and (c) the quality and technical suitability of the product vis-à-vis the specifications and its robustness (all LOTS).**

In evaluating the quotations, the Centre will determine the evaluated price by adjusting the price quotation to correct any arithmetical errors as follows:

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

The Centre enjoys exemption from taxes and duty, therefore the quoted price shall NOT include customs duty, import and any other taxes or fees, applicable to goods imported in Belize.

- C. AWARD OF CONTRACTS: The award for each LOT will be made to the Company / Firm offering the lowest evaluated price and that meets the required standards of technical and financial capabilities. A Company may be awarded the contract for one or more LOTS.
- D. VALIDITY OF THE OFFER: Your quotation(s) should be valid for a period of thirty (30) days from the deadline for receipt of quotation(s) indicated in Paragraph 5 of this Invitation to Quote, that is October 30, 2017.
7. All Goods to be supplied shall have their origin in ***Eligible Countries***. See more information on '***Eligible Countries***' in **ANNEX 1 hereto**. For the purpose of this Clause, COUNTRY OF ORIGIN IS DEFINED BY THE APPLICATION OF 22 CFR 228: RULES FOR THE PROCUREMENT OF COMMODITIES AND SERVICES FINANCED BY USAID.
8. Further information or clarification can be requested in writing, by email to the Centre:

Caribbean Community Climate Change Centre (CCCCC)
procurement@caribbeanclimate.bz
Attention: Ms. Maxine Alexander Nestor - Procurement Officer



Maxine Alexander Nestor
Procurement Officer

ELIGIBLE COUNTRIES

1. All goods shall have their nationality, in countries included in Geographic Code 937 (the USA, recipient / beneficiary countries under this Project, these are: Antigua and Barbuda, Barbados, Commonwealth of Dominica, Grenada, Guyana, Saint Lucia, St. Kitts and Nevis, St. Vincent and the Grenadines, Suriname and Trinidad and Tobago; and other developing countries listed in File Name: <https://www.usaid.gov/sites/default/files/documents/1876/310maa.pdf> .
2. Goods and services from the following countries are excluded from this bidding process:

Ineligible Countries

Advanced developing countries are excluded from USAID Principal Geographic Code 937.

| Advanced Developing Countries | | |
|-------------------------------|-------------------|---------------------|
| Albania | Ecuador | Mexico |
| Algeria | Gabon | Namibia |
| American Samoa | Iran, Islamic Rep | Palau |
| Argentina | Jamaica | Panama |
| Azerbaijan | Jordan | Republic Montenegro |
| Belarus | Kazakhstan | Romania |
| Bosnia and Herzegovina | Latvia | Russian Federation |
| Botswana | Lebanon | Serbia |
| Brazil | Libya | Seychelles |
| Bulgaria | Lithuania | South Africa |
| Chile | Macedonia, FYR | Thailand |
| China | Malaysia | Turkey |
| Colombia | Maldives | Uruguay |
| Costa Rica | Mauritius | Venezuela |
| Cuba | Mayotte | Venezuela, RB |