



**GOVERNMENT OF SAINT LUCIA**  
**MINISTRY OF THE PUBLIC SERVICE, HOME AFFAIRS, LABOUR AND GENDER**  
**AFFAIRS**

**DEPARTMENT OF THE PUBLIC SERVICE**

Telephone Number: (758)468-2203/2234• Facsimile Number: (758) 453-1305  
Graham Louisy Administrative Building 2nd Floor, Waterfront, Castries Saint  
Lucia, W.I Communication on this subject should be addressed to: The Permanent  
Secretary

**Request for Quotation (RFQ)**

Project Title: **Saint Lucia Caribbean Digital Transformation Project**  
Source of Funding: **IDA Credit# 6682- LC**  
Contract Title: **Supply and Installation Furniture SALCC Innovation Lab**  
Reference: **LC-DPS-375594-GO-RFQ**

**Date: April 29, 2024**

To: Dear Bidder,

Dear Sir/ Madam

1. The Department of the Public Service hereby invites you to submit a quotation for the Supply of the following items:

- Computer Desk 63 inches
- Diamond Collaborative Student Desk
- Workbench Kit - Rectangle
- Tall Workbench Kit Computer Tables
- L Shaped Computer Desk with Storage Drawers for Tech
- Sit Stand Electric Desk
- Swivel Rolling Stool
- Height Adjustable Swivel Rolling Stool
- Tall Office Chair Standing Desk Stool -Lecturer
- Ergonomic Office Chair
- Heavy-Duty Adjustable Height Wire Shelving Unit
- Storage Cabinet with 2 Doors and 4 Adjustable Shelves
- Rolling Storage Cart for Classroom Supplies
- Laptop Charging Cabinet, 36 Unit Mobile Charging Cart
- Organizer Storage Box with Snap-Tight Closure Latch-Large, 10 Pk
- Organizer Storage Box with Snap-Tight Closure Latch-Medium, 10 Pk
- Rolling Magnetic Whiteboard

*Information on the technical specifications and required quantities are attached.*

2. A complete set of the documentation for this Request for Quotation (and additional copies) may be obtained at the Project Implementation Unit, Department of Public Service Modernization, ICT Centre, Bourbon Street, Castries, Saint Lucia.
3. You must quote for the items under this Invitation. Price quotations will be evaluated for the item and a contract awarded to the firm offering the lowest evaluated total cost of the item.
4. Your priced quotation in the form attached must be submitted by 09:00 a.m.: to the address below by **May 30, 2024** at the following address. Late quotations will be rejected.

Address: The Chairperson  
Public Procurement Committee  
Department of the Public Service  
2nd Floor, Greaham Louisy Administrative Building,  
Waterfront,  
**CASTRIES**

5. Your price quotation shall consist of:
  - Terms and Condition of Supply - filled in and signed by the authorized representative of the Firm (name, email address and physical address should also be included)
  - Form of Quotation - filled in and signed
  - Technical Specifications
  - A Manufacturer Guarantee, valid for not less than 2 years from the moment of the equipment is operational.
  - A Letter signed by the provider (vendor) ensuring that they will provide technical support for not less than 2 years from the moment that the equipment is installed and operational.
  - A letter of the provider (vendor) ensuring the availability of spare parts and accessories (for the equipment) during a period of not less than 3 years after the end of the manufacturer Guarantee.
  - Compliance Certificates in keeping with the laws of Saint Lucia (i.e. Inland Revenue Department (IRD) and National Insurance Corporation (NIC))
6. Your quotation in duplicate and in English language, should be accompanied by adequate Technical documentation and catalogue(s) and other printed materials or pertinent information (in English language) for delivery of the goods for the Supply and Installation of Furniture SALCC Innovation Lab in accordance with the Technical Specifications and Terms and Conditions of Supply.
7. Your quotation should be submitted as per the following instructions and in accordance with the attached Contract. The attached Terms and Conditions of Supply and specification form an integral part of the Contract.
  - (i) **PRICES:** The prices should be quoted shall be CIP plus the price for inland transportation, insurance, and other local services required to convey the Goods to their final destination. The Bidder shall fill in the price as described in the Terms and

Condition of Supply. Prices can be quoted in any Bank member country currency, including Euro, but no more than three currencies.

Prices shall include VAT and any other taxes and fees payable by the supplier.

The end user's address-place of delivery of supplies is:

Department of the Public Service Modernization  
ICT Centre  
Bourbon Street  
Castries

- (ii) **EVALUATION OF QUOTATIONS:** Offers determined to be substantially responsive to the technical specifications will be evaluated by comparison of prices. The currency that shall be used for evaluation and comparison purposes to convert all quotations expressed in various currencies into a single currency is: ***Eastern Caribbean Dollars (XCD)***.

The evaluation of prices shall not take into account custom duties and other taxes levied in connection with the delivery of the materials. Bidders must also state separately all ancillary costs, required that is, ground transportation and VAT.

In evaluating the quotations, the Purchaser will determine for each proposal the evaluated price by adjusting the price quotation by making any correction for 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.

In addition to the quoted price, the evaluated price shall include:

(d) VAT and any other taxes or fees applicable for delivery of materials in Saint Lucia.

- (iii) **AWARD OF CONTRACT:** The award will be made to the bidder offering the lowest evaluated price and that meets the technical requirements and the required standards of technical capabilities. The successful bidder will sign a Contract as per the attached form of contract and terms and conditions of supply.

The Purchaser does not bind himself to accept the lowest or any of the quotations received, nor will be responsible for, or pay for expenses or losses which may be incurred by any Bidder in the preparation of his quotation or Contract.

- (iv) VALIDITY OF THE OFFER: Your quotation(s) should be valid for a period of ninety (90) days from the deadline date for receipt of quotation(s) indicated in Paragraph 5 of this Invitation to Quote.

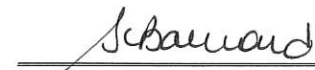
8. Further information can be obtained from:

The Project Coordinator  
Caribbean Digital transformation Project  
Department of the Public Service  
Bourbon Street  
Castries, Saint Lucia  
Email: [slu.cardpt@gmail.com](mailto:slu.cardpt@gmail.com)

Requests for clarification are to be submitted in writing to the address above and should be received no later than: ***five (5) days before the submission date.***

9. Inspections and Audits

- 9.1 The Supplier shall carry out all instructions of the Purchaser which comply with the applicable laws of Saint Lucia.
- 9.2 The Supplier shall permit, and shall cause its Subcontractors and consultants to permit, the Bank and/or persons appointed by the Bank to inspect the Supplier's offices and all accounts and records relating to the performance of the Contract and the submission of the bid, and to have such accounts and records audited by auditors appointed by the Bank if requested by the Bank. The Supplier's and its Subcontractors and consultants' attention is drawn to Clause 5 Fraud and Corruption of the Form of Contract, which provides, inter alia, that acts intended to materially impede the exercise of the Bank's inspection and audit rights constitute a prohibited practice subject to contract termination (as well as to a determination of ineligibility pursuant to the Bank's prevailing sanctions procedures).
10. Please confirm by e-mail the receipt of this invitation and whether or not you will submit a price quotation as requested.

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**Janet Barnard (Ms.)**  
**Permanent Secretary**

## FORM OF CONTRACT

**THIS AGREEMENT** number \_\_\_\_\_ made on \_\_\_\_\_, 2024, between *Government of Saint Lucia*, herein represented by *Department of the Public Service* duly authorized so to act, and having its principal place of business at 2nd Floor, Greaham Louisy Administrative Building, Waterfront, Castries Saint Lucia, (hereinafter called “the Purchaser”) on the one part and \_\_\_\_\_ (hereinafter called “the Supplier”) on the other part.

**WHERE a Purchaser has invited quotations for the Supply goods for the Supply of Furniture – Innovation Hub SALCC** (description of materials) to be supplied by Supplier, viz. Contract \_\_\_\_\_, (hereinafter called “Contract”) and has accepted the Quotation by the Supplier for the Supply of goods for the Supply and Installation Furniture - SALCC Innovation Lab under Contract at the sum of \_\_\_\_\_ (\_\_\_\_\_ ) hereinafter called “the Contract Price”.

NOW THIS AGREEMENT WITNESSETH as follows:

1. The following documents shall be deemed to form and be read and construed as part of this agreement, viz:
  - a) Form of Quotation; Term and Conditions of Supply, Technical Specifications;
  - b) Addendum (if applicable);
2. Taking into account payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby concludes an Agreement with the Purchaser to execute and complete the supply of Contract and remedy any defects therein in conformity with the provisions of Contract.
3. The Purchaser hereby covenants to pay in consideration of the Goods delivered and acceptance of Contract and remedying of defects therein, the Contract Price in accordance with Payment Conditions prescribed by Contract.

#### **4. Termination**

##### **4.1 Termination for Default**

- (a) The Purchaser, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Supplier, may terminate the Contract in whole or in part:
  - (i) if the Supplier fails to deliver any or all of the Goods within the period specified in the Contract, or within any extension thereof granted.
  - (ii) if the Supplier fails to perform any other obligation under the Contract; or
  - (iii) if the Supplier, in the judgment of the Purchaser has engaged in fraud and corruption, as defined in Clause 5 below, in competing for or in executing the Contract.

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

#### 4.2 Termination for Insolvency.

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

#### 4.3 Termination for Convenience.

- (a) The Purchaser, by notice sent to the Supplier, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Purchaser's convenience, the extent to which performance of the Supplier under the Contract is terminated, and the date upon which such termination becomes effective.
- (b) The Goods that is complete and ready for shipment within twenty-eight (28) days after the Supplier's receipt of notice of termination shall be accepted by the Purchaser at the Contract terms and prices. For the remaining Goods, the Purchaser may elect:
  - (i) to have any portion completed and delivered at the Contract terms and prices; and/or
  - (ii) to cancel the remainder and pay to the Supplier an agreed amount for partially completed Related Services and for materials and parts previously procured by the Supplier

### **Fraud and Corruption**

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

### **6. Inspections and Audits**

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

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

**Signature and seal of the Purchaser:**

FOR AND ON BEHALF OF

**Signature and seal of the Supplier:**

FOR AND ON BEHALF OF

\_\_\_\_\_  
Name of Authorized Representative

\_\_\_\_\_  
Name of Authorized Representative

**Terms and Conditions of Supply**

Project Title: Saint Lucia Caribbean Digital Transformation Project

Purchaser: Department of the Public Service

Consignee: Department of the Public Service

Contract Ref: LC-DPS-375594-GO-RFQ

1. Prices and Schedules for Supply

**Supply and Installation Furniture SALCC Innovation Lab**

No.	Item	Qty	Unit price <i>(insert currency)</i>	Total price <i>(insert currency)</i>	Custom duties, import and other taxes applicable for goods imported in Saint Lucia with regard to the Total price <i>(c)</i> <i>(insert currency)</i>	Total including custom duties, import and other taxes applicable for goods imported in Saint Lucia <i>(insert currency)</i>	Delivery Time needed from contract signing till delivery to the place of destination <i>(days)</i>
		<i>(a)</i>	<i>(b)</i>	<i>(c) = (a) x (b)</i>	<i>(d)</i>	<i>(e) = (c) + (d)</i>	<i>(f)</i>
1	Computer Desk 63 inches	2					



2	Diamond Collaborative Student Desk	24					
3	Workbench Kit - Rectangle (60" L x 30" D x 36" HD)	4					
4	Tall Workbench Kit (60" L x 30" D x 70" HD)	2					
5	Computer Tables	5					
6	L Shaped Computer Desk with Storage Drawers for Tech	1					
7	Sit Stand Electric Desk	1					
8	Swivel Rolling Stool	24					
9	Height Adjustable Swivel Rolling Stool	22					
10	Tall Office Chair Standing Desk Stool -Lecturer	1					
11	Ergonomic Office Chair	1					
12	Heavy-Duty Adjustable Height Wire Shelving Unit 60Wx24Dx76H 4-Tier	1					
13	Storage Cabinet with 2 Doors and 4 Adjustable Shelves - 71" Steel	2					

14	Rolling Storage Cart for Classroom Supplies	2					
15	Laptop Charging Cabinet, 36 Unit Mobile Charging Cart	2					
16	Organizer Storage Box with Snap-Tight Closure Latch-Large, 10 Pk	2					
17	Organizer Storage Box with Snap-Tight Closure Latch-Medium, 10 Pk	2					
18	Rolling Magnetic Whiteboard 48 x 60	5					

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

1. Fixed Price: The prices indicated above are firm and fixed and not subject to any adjustment during contract performance.
2. The Purchaser reserves the right at the time of contract finalization to increase or decrease the quantities to be supplied under this contract by 15% of the original amount specified without any change in unit prices or other terms and conditions.
3. Delivery Schedule: The delivery should be completed within 90 days from the date of signing of contract. **Partial Shipments are not permitted.**
4. Insurance: The supplier is responsible for all kinds of insurance until the goods delivered and installed (if applicable) to the address of the Purchaser. For the readily available goods in the country of Purchase, the Purchaser will not assume any responsibility until goods are delivered and installed to the final place of destination. In case of goods supplied from abroad specifically for this Contract; the Goods supplied shall be fully insured in a freely convertible currency against loss of damage incidental to manufacture or acquisition, transportation, storage and delivery. The insurance shall be in an amount equal to 110 percent of the total value of the Goods from «Warehouse» to «Warehouse» on «All risks» basis, including «War Risks». The Supplier shall arrange and pay for cargo insurance, naming the Purchaser as the beneficiary.
5. Applicable Law: The Contract shall be interpreted in accordance with the Laws of Saint Lucia.
6. Resolution of Disputes: The Purchaser and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute between them under or in connection with the Contract. In the case of a dispute between the Purchaser and the Supplier, the dispute shall be settled in accordance with the provisions of the United Nations Commission on International Trade Law (UNCITRAL) Arbitration Rules.
7. Delivery and Documents: Details of Documents to be furnished by the Supplier are:
  - Copies of the Supplier's invoice showing Goods' description, quantity, unit price and total amount;
  - Copies of packing list identifying contents of each package;
  - Supplier's warranty certificate
  - Inspection certificate, issued by the nominated inspection agency, and the Supplier's factory inspection report and;
  - Certificate of originThe above documents shall be received by the Purchaser before arrival of the Goods and, if not received, the Supplier will be responsible for any consequent

expenses.

8. The inspections and tests shall be Authorized Officers from the Sir Arthur Lewis Community College who will verify and inspect the goods received against the technical specifications that have been requested to ensure that the following requirements have been met before acceptance certificate is issued and final payment made.

Verification and inspection shall include the following:

- **All the supplied goods are new and are the latest model specified in the Contract.**
- **The technical specifications of the goods received are consistent that specified in the Contract.**
- **The quantities of goods received are consisted with the quantities requested in the Contract.**
- **All measurements are consistent with that specified in the Contract**

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

Payment for Goods and Services supplied from within the Purchaser's country shall be made in Eastern Caribbean Dollars (XCD), as follows:

- (i) **Advance Payment:** Ten percent (10%) of the Contract Price shall be paid within thirty (30) days of signing of the Contract against a simple receipt and a bank guarantee, for the equivalent amount valid until the goods are delivered and in the form provided in the bidding documents or another form acceptable to the Purchaser.
- (ii) **On Delivery:** Sixty-five percent (65%) of the Contract Price shall be paid on receipt of the Goods and upon submission of the documents specified in Clause 7.
- (iii) **On Acceptance:** The remaining Thirty-five percent (35%) of the Contract Price shall be paid to the Supplier within thirty (30) days after the date of the operational acceptance certificate for the respective delivery issued by the Purchaser.

The full advance payment amount shall be deducted from the 35% payable on acceptance to the Supplier upon the Purchaser's receipt of the Supplier's claim supported by the Acceptance Certificate.

10. Force-Majeure: The supplier shall not be liable for penalties or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force-Majeure.
11. For purposes of this clause, "Force-Majeure" means an event beyond the Control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but not restricted to, act of Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.
12. If a Force-Majeure situation arises, the Supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by Force Majeure event.
13. Required Technical Specifications
  - (i) General Description
  - (ii) Specific details and technical standards
  - (iii) Performance Parameters

Supplier confirms compliance with Technical Specifications. In case of deviations supplier to list all such deviations.

The supplier is responsible for delivering all of the goods for the Supply of Furniture – Innovation Hub SALCC in the Department of Public Service Modernization, ICT Centre. Partial Shipments is not allowed.

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

NAME OF SUPPLIER \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Place:

Date:

### List of Item Specifications

Quantity	Item	Specification
2	Computer Desk 63 inches	Shape Rectangular Desk design Computer Desk Product Dimensions 23.6"D x 63"W x 29.5"H Style Modern Top Material Type Engineered Wood, Wood Number of Drawers 3 Mounting Type Tabletop
24	Diamond Collaborative Student Desk	Frame Colour Black Edge Colour Black Weight 50 pounds Overall dimensions: 30" D x 34" W x 22" - 34" H Warranty Length: 12 years
4	Workbench Kit - Rectangle	Product Weight (Lbs) 140 Casters/Glides Four 3" thermoplastic rubber casters (locking) & four 1 1/4" nylon glides Desktop Dimensions 60" L x 30" D Desktop Material Medium-density fiberboard (1" thick) Frame Finish Powder coat Frame Material 16 gauge steel frame Other Info Meets BIFMA standards w/ glides Overall Depth 30" D Overall Height 36" H; casters add an additional 3" H Overall Width 60" W Weight Capacity 300 lbs w/ glides Whiteboard Top No Warranty 10-year limited
2	Tall Workbench Kit	Assembly Assembly Required Casters/Glides Four 3" thermoplastic rubber casters (locking) & four 1 1/4" nylon glides Desktop Dimensions 60" L x 30" D Desktop Material Medium-density fiberboard (1" thick) Frame Finish Powder coat Frame Material 16 gauge steel frame Other Info Meets BIFMA standards w/ glides Overall Depth 30" D Overall Height 70" H; casters add an additional 3" H Overall Width 60" W Weight Capacity 300 lbs evenly distributed Whiteboard Top No

		Warranty	10-year limited
5	Computer Tables	Shape Desk design Product Dimensions Colour Style Base Material Top Material Type Finish Type Special Feature	Rectangular Computer Desk 24"D x 43"W x 30"H Black-x-55.1 Inches Modern Metal frame Tempered Glass Polished Glass top
1	L Shaped Computer Desk with Storage Drawers for Tech	Shape Desk design Product Dimensions Colour Style Top Material Type Mounting Type Furniture Finish	L-Shape Computer Desk 56"D x 56"W x 29"H Black Modern Glass Floor Mount, Tabletop Black
1	Sit Stand Electric Desk	Shape Product Dimensions Colour Top Material Type Finish Type Special Feature Number of Drawers Mounting Type	Rectangular 24"D x 48"W x 27.1"H Rustic Brown Engineered Wood Black Adjustable Height, Electric 2 Floor Mount
22	Swivel Rolling Stool	Features Colour Seat Height: Seat Cushion: Back Rest: Base Diameter: Base Type: Foot rest: Wheel diameter: Wheel Type:	Ergonomic Drafting Chair w/ Back Support, Multi-Functional Height Adjustable Black 20.5 - 28.5" 19" L X 17" W 17.5"L X 13.5"H 25.2" Solid Aluminum 16" dia. 2" Reinforced metal and nylon
24	Height Adjustable Swivel Rolling Stool	Features Colour Weight: Weight capacity: Seat Height: Seat: Base Diameter:	Rolling Swivel Height Adjustable with Wheels Coffee 12 lbs. 350 lbs. 22 to 30" 14" X 16" 20.5"

		Base Type:	Chrome metal
		Wheel diameter:	2"
		Wheel Type:	Reinforced nylon
1	Tall Office Chair Standing Desk Stool -Lecturer	Colour	Black
		Features	Ergonomic Adjustable Foot Ring and Flip-Up Arms
		Capacity:	285lbs
		Seat Height:	22.4"-30.3" (from seat to floor)
		Seat Width & Depth:	(W)19.7" * (D)20.8"
		Backrest Height:	23.5"
1	Ergonomic Office Chair	Features	Breathable Mesh Desk Chair, Lumbar Support Computer Chair with Headrest and Flip-up Arms, Swivel Task Chair
		Colour	White
		Product	
		Dimensions	21"D x 10"W x 21"H
		Style	Modern
		Material	Alloy Steel, Polyurethane
1	Heavy-Duty Adjustable Height Wire Shelving Unit 60Wx24Dx76H 4- Tier	Material	Alloy Steel, Metal
		Mounting Type	Floor Mount
		Shelf Type	Metal
		Number of Shelves	4
		Product Dimensions	24"D x 60"W x 76"H
		Shape	Rectangular
		Style	60 x 24 x 76, W/ Wheels
2	Storage Cabinet with 2 Doors and 4 Adjustable Shelves - 71" Steel	Colour	Gray White
		Product Dimensions	15.7"D x 31.5"W x 70.87"H
		Special Feature	Lockable
		Mounting Type	Floor Mount
		Style	Unique
		Door Style	swing door, swing door
		Finish Type	Painted
		Size	2 Door - 71"H
		Number of Doors	2
		Shape	Rectangular
		Number of Shelves	4
		Product Care	
		Instructions	Hand Wash
		Item Weight	81.13 Pounds
		Assembly Required	Yes
2	Rolling Storage Cart for Classroom Supplies	Color	Black
		Material	Plastic
		Frame Material	Plastic
		Product Dimensions	14.25"D x 12.05"W x 41.81"H
2	Laptop Charging	Product Dimensions	20.8"D x 21.2"W x 38.3"H



	Cabinet, 36 Unit Mobile Charging Cart	Material Color Number of Wheels Caster Type Frame Material	Steel White 4 Swivel Alloy Steel
2	Organizer Storage Box with Snap- Tight Closure Latch-Large, 10 Pk	Color Material Special Feature Size Package	Clear Plastic Snap-tight secure latch, Stackable Large 10 Pack
2	Organizer Storage Box with Snap- Tight Closure Latch-Medium, 10 Pk	Color Material Special Feature Size Package	Clear Plastic Snap-tight secure latch, Stackable Medium 10 Pack
5	Rolling Magnetic Whiteboard 48 x 60	Item Weight Product Dimensions Color Jet Black - #1 Cover Material Size	27 pounds 50.2 x 25.79 x 2.99 inches Bestselling Whiteboard on Amazon Mobile Dry-Erase Whiteboard 24x48

**FORM OF QUOTATION**

\_\_\_\_\_ (Date)

To: \_\_\_\_\_ (Purchaser's Name)

\_\_\_\_\_ (Purchaser's Address)

\_\_\_\_\_

We offer to execute the \_\_\_\_\_ (name and number of Contract) in accordance with the Conditions of Contract accompanying this Quotation for the Contract Price of \_\_\_\_\_ (amount in words and numbers) ( \_\_\_\_\_ ) (name of currency) \_\_\_\_\_. We propose to supply of the goods for the Supply and Installation Furniture - SALCC Innovation Lab described in the Contract within a period of \_\_\_\_\_ months from the Date of Signing of the Contract.

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

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

Authorized Signature: \_\_\_\_\_  
Name and Title of Signatory \_\_\_\_\_  
\_\_\_\_\_

Name of Supplier: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number \_\_\_\_\_

Fax Number, if any \_\_\_\_\_

## Advance Payment Security

*[Guarantor letterhead or SWIFT identifier code]*

**Beneficiary:** *[Insert name and Address of Purchaser]*

**Date:** *[Insert date of issue]*

**ADVANCE PAYMENT GUARANTEE No.:** *[Insert guarantee reference number]*

**Guarantor:** *[Insert name and address of place of issue, unless indicated in the letterhead]*

We have been informed that *[insert name of Supplier, which in the case of a joint venture shall be the name of the joint venture]* (hereinafter called "the Applicant") has entered into Contract No. *[insert reference number of the contract]* dated *[insert date]* with the Beneficiary, for the execution of *[insert name of contract and brief description of Goods and related Services]* (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, an advance payment in the sum *[insert amount in figures]* () *[insert amount in words]* is to be made against an advance payment guarantee.

At the request of the Applicant, we as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of *[insert amount in figures]* () *[insert amount in words]*<sup>1</sup> upon receipt by us of the Beneficiary's complying demand supported by the Beneficiary's statement, whether in the demand itself or in a separate signed document accompanying or identifying the demand, stating either that the Applicant:

- (a) has used the advance payment for purposes other than toward delivery of Goods;  
or
- (b) has failed to repay the advance payment in accordance with the Contract conditions, specifying the amount which the Applicant has failed to repay.

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<sup>1</sup> *The Guarantor shall insert an amount representing the amount of the advance payment and denominated either in the currency(ies) of the advance payment as specified in the Contract, or in a freely convertible currency acceptable to the Purchaser.*

A demand under this guarantee may be presented as from the presentation to the Guarantor of a certificate from the Beneficiary's bank stating that the advance payment referred to above has been credited to the Applicant on its account number *[insert number]* at *[insert name and address of Applicant's bank]*.

The maximum amount of this guarantee shall be progressively reduced by the amount of the advance payment repaid by the Applicant as specified in copies of interim statements or payment certificates which shall be presented to us. This guarantee shall expire, at the latest, upon our receipt of a copy of the interim payment certificate indicating that ninety (90) percent of the Accepted Contract Amount, has been certified for payment, or on the *[insert day]* day of *[insert month]*, 2 *[insert year]*, whichever is earlier. Consequently, any demand for payment under this guarantee must be received by us at this office on or before that date.

This guarantee is subject to the Uniform Rules for Demand Guarantees (URDG) 2010 Revision, ICC Publication No.758, except that the supporting statement under Article 15(a) is hereby excluded.

\_\_\_\_\_  
*[signature(s)]*

***Note: All italicized text (including footnotes) is for use in preparing this form and shall be deleted from the final product.***

Letter of Acceptance of the World Bank's Anticorruption Guidelines and Sanctions Framework<sup>1</sup>

Date: \_\_\_\_\_

Contract # \_\_\_\_\_

Contract Description: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

To:

\_\_\_\_\_

We, along with our sub-contractors, sub-consultants, service providers, suppliers, agents (whether declared or not) consultants and personnel, acknowledge and agree to abide by the World Bank's policy regarding Fraud and Corruption (corrupt, fraudulent, collusive, coercive, and obstructive practices), as set out and defined in the World Bank's Anti-Corruption Guidelines<sup>2</sup> in connection with the procurement and execution of the contract described above ("the Contract"), including any amendments thereto.

We declare and warrant that we, along our sub-contractors, sub-consultants, service providers, suppliers, agents (whether declared or not), consultants and personnel, are not subject to, and are not controlled by any entity or individual that is subject to, a temporary suspension, early temporary suspension, or debarment imposed by a member of the World Bank Group, including, inter alia, a cross-debarment imposed by the World Bank Group as agreed with other international financial institutions (including multilateral development banks), or through the application of a World Bank Group finding of non-responsibility on the basis of Fraud and Corruption in connection with World Bank Group corporate procurement.

We confirm our understanding of the consequences of not complying with the World Bank's Anti-Corruption Guidelines, which may include sanctions, pursuant to the Bank's Anti-Corruption Guidelines and in accordance with its prevailing sanctions policies and procedures as set forth in the Bank's Sanctions Framework. This may include a public declaration of ineligibility, either indefinitely or for a stated period of time, (i) to be awarded or otherwise benefit from a Bank-financed contract, financially or in any other manner;<sup>3</sup> (ii) to be a

<sup>1</sup>[Drafting note: This document shall be signed by the contractor/consultant/supplier and maintained by the Borrower in the project files.

<sup>2</sup>*Guidelines on Preventing and Combating Fraud and Corruption in Projects Financed by International Bank for Reconstruction and Development Loans and the International Development Agency Credits and Grants*, dated October 15, 2006, and revised in January 2011 and July 2016, as they may be revised from time to time.

<sup>3</sup> For the avoidance of doubt, a sanctioned party's ineligibility to be awarded a contract shall include, without limitation, (i) applying for pre-qualification or initial selection), expressing interest in a consultancy, and bidding, either directly or as a nominated sub-contractor, nominated consultant, nominated manufacturer or supplier, or

nominated<sup>4</sup> sub-contractor, sub-consultant, consultant, manufacturer or supplier, or service provider of an otherwise eligible firm being awarded a Bank-financed contract; and (iii) to receive the proceeds of any loan made by the Bank or otherwise to participate further in the preparation or implementation of any Bank-financed project.

We understand that we may be declared ineligible as set out above upon:

- a. completion of World Bank Group sanctions proceedings according to its prevailing sanctions procedures;
- b. cross-debarment as agreed with other international financial institutions (including multilateral development banks);
- c. the application of a World Bank Group finding of non-responsibility on the basis of Fraud and Corruption in connection with World Bank Group corporate procurement; or
- d. temporary suspension or early temporary suspension in connection with an ongoing World Bank Group sanctions proceeding.]

We shall permit, and shall cause our sub-contractors, sub-consultants, agents (whether declared or not), personnel, consultants, service providers or suppliers, to permit the Bank to inspect<sup>5</sup> all accounts, records, and other documents relating to the procurement process and/or Contract execution, and to have them audited by auditors appointed by the Bank.

We agree to preserve all accounts, records, and other documents (whether in hard copy or electronic format) related to the procurement and execution of the Contract.

Name of the Contractor: \_\_\_\_\_

Name of the person duly authorized to sign the Contract: \_\_\_\_\_

Title of the person signing the Letter: \_\_\_\_\_

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nominated service provider, in respect of such contract, and (ii) entering into an addendum or amendment introducing a material modification to any existing contract.

<sup>4</sup>A nominated sub-contractor, nominated consultant, nominated manufacturer or supplier, or nominated service provider (different names are used depending on the bidding document) is one which has been: (i) included by the bidder in its pre-qualification or initial selection application or bid because it brings specific and critical experience and know-how that allow the bidder to meet the qualification requirements for the particular bid; or (ii) appointed by the Borrower.

<sup>5</sup>Inspections in this context are usually investigative (i.e., forensic) in nature: they involve fact-finding activities undertaken by the Bank or persons appointed by the Bank to address specific matters related to investigations/audits, such as evaluating the veracity of an allegation of possible Fraud and Corruption, through the appropriate mechanisms. Such activity includes but is not limited to accessing and examining a firm's or individual's financial records and information, and making copies thereof as relevant; accessing and examining any other documents, data, and information (whether in hard copy or electronic format) deemed relevant for the investigation/audit, and making copies thereof as relevant; interviewing staff and other relevant individuals; performing physical inspections and site visits; and obtaining third-party verification of information.