



March 22, 2023

Dear Prospective Bidder

REQUEST FOR QUOTATION
Supply of Waste Receptacles for Montserrat
Reference No. RFO-OECS Commission-ReMLit MonWR#001

The Organisation of Eastern Caribbean States (OECS) has received a grant from the Government of Norway through its Ministry of Foreign Affairs, and intends to apply the proceeds of this grant to eligible payments under the contracts for which this Request for Quotation (RFQ) is issued. In this regard:

1. You are invited to submit your price quotation(s) for the supply of the following items listed below: (*Technical Specifications are attached Annex 3*):

Description	Quantity
Heavy duty trash bins (Blue)	20
Garbage bags	1,500

2. Under this *invitation*, it is a stipulated requirement that you **must quote on ALL items listed.** If an item is indicated in the quotation but a price is not quoted, it will be assumed that the price is inbuilt in other items. An item not listed in the quotation shall be assumed to not be included, and will make the quote non-responsive. You must also include the cost of shipping and handling for all items. Quotations will be evaluated and the contract will be awarded to the firm that best meets the required standards of technical and financial capabilities.
3. Your quote must consist of:
 - ✓ **Price Schedule Form** (*ref. Annex 1*) – Applicable form filled in and signed
 - ✓ **Delivery Schedule Form** (*ref. Annex 2*) – Delivery time frame stated



- ✓ **Technical Specifications** (*ref. Annex 3*) – Bidder proposed specifications filled in / supporting documentation attached (*data sheet/brochure/catalogue*)
- ✓ **Form of Quotation** (*ref. Annex 7*) – Filled in and signed
- ✓ **Copy of Company's Registration**

4. Your quotation(s) in the required attached format should be submitted electronically to:

Yasmine Anatole, Procurement Officer

At the following email address: procurementbids@oecs.int

The email submissions should include the name and address of the Bidder and shall be clearly marked in the subject line as **“BID for the Supply of Waste Receptacles for Montserrat, Reference No. RFQ-OECS Commission-ReMLit MonWR#001”**.

5. Your quotation(s) must be submitted in English and should be accompanied by adequate technical documentation and catalogue(s) where possible or other printed material or pertinent information (also in English) for the item indicated within. We encourage you to use the applicable forms outlined at No. 3 above in completing your quotation, as they will allow you to specify all the required information: *e.g., your price (including shipping and handling costs etc.), delivery timeline, technical specifications for the item, validity period for the price quotation (minimum of 60 days from the deadline to submit quotations) etc.* **If you use your own company format for submitting your quotation, you must ensure that it contains all the required information as specified in the template attached.**
6. The **deadline** for receipt of your quotation at the address indicated at No. 4 above is **April 7, 2023**.
7. Your quotation should be further submitted as per the following instructions.
- (i) **PRICE:**
- a) The price should be quoted in Eastern Caribbean Dollars (XCD).
 - b) The price of the Goods to be imported shall be quoted CIF (**place of destination**). The Supplier shall indicate on the applicable Price Schedule Form (*Annex I*) the unit price and total bid price of the good it proposes to supply under the contract including the breakdown of all other applicable costs (such as brokerage services, VAT, custom duties and taxes, inland transportation, insurance, loading and unloading domestically supplied goods) for delivering the good to the following destination:

Mrs. Camille Thomas-Gerald
Permanent Secretary
Ministry of Health and Social Services
E. Karney Osborne Building, Little Bay
Montserrat
Tel: 1-664 491 2880/ 2881
Email: mehcsmail@gov.ms

- (ii) **EVALUATION OF QUOTATIONS:** Offers determined to be substantially responsive to the technical specifications will be evaluated by comparison of the total price to the final destination in 7(i)(b) above.

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

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

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


At the time the Contract is awarded, the Purchaser reserves the right to increase or decrease the quantity or value of Goods originally specified (**by up to 15%**), and without any change in the unit prices or other terms and conditions of the bid.

- (iv) **VALIDITY OF THE OFFER:** Your quotation(s) should be valid for a period of sixty (60) days from the deadline for receipt of quotation(s) indicated in No. 6 above.

Further information can be obtained from the indicated address at No. 4 above. Clarifications may be requested not later than five (5) days before the bid submission deadline

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

Yours sincerely,



Chamberlain Emmanuel
Head of Environmental Sustainability Division

(b) Price Schedule for Goods Manufactured Outside the Purchaser’s Country, already imported

Note: Bidders shall complete and may expand the table as necessary to reflect the breakdown of costs.

1	2	3	4	5	6	7	8	9
Item No.	Description	Source (e.g. USA)	Quantity	Unit Price ex-factory* ex-warehouse ex-showroom off-the-shelf	Item Cost (col 4 x 5)	Cost of inland delivery, insurance & incidentals to final destination	Taxes payable if contract is awarded	Total Price (Col. 6+7+8)
Total (Currency):								

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

** Prices should be quoted for delivery ex-factory to the destinations stipulated for domestically supplied goods, according to INCOTERMS, 2022.*

Name of Bidder:

Signature of Bidder:

(c) Price Schedule for Goods Manufactured in the Purchaser's Country

Note: Bidders shall complete and may expand the table as necessary to reflect the breakdown of costs.

1	2	3	4	5	6	7	8	9	10
Item No.	Description	Source (e.g. USA)	Quantity	Unit Price EXW * ex-warehouse ex-showroom off-the-shelf	Item Cost (col 4 x 5)	Cost of inland delivery, insurance & incidentals to final destination	Cost of local labor, raw materials and components from with origin in the Purchaser's Country % of Col. 5	Taxes payable if contract is awarded	Total Price (Col. 6+7+ 8+9)
Total (Currency):									

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

** Prices should be quoted for delivery EXW to the destinations stipulated for domestically manufactured goods, according to INCOTERMS, 2022.*

Name of Bidder:

Signature of Bidder:

ANNEX 2

DELIVERY SCHEDULE FORM

Description	Delivery Date	
	Required Delivery Time	Bidder's Offered Delivery time <i>[to be provided by the bidder]</i>
<u>Supply of Waste Receptacles for Montserrat</u>	<i>4-6 weeks</i>	

Final Destination:

Mrs. Camille Thomas- Gerald
Permanent Secretary
Ministry of Health and Social Services
E. Karney Osborne Building, Little Bay
Montserrat
Tel: 1-664 491 2880/ 2881
Email: mehcsmail@gov.ms

ANNEX 3

MINIMUM TECHNICAL SPECIFICATIONS

The minimum specifications / requirements are as detailed below.

- All items (and incorporated components and materials) shall be new, unused, and of the most recent or current models, shall incorporate all recent improvements in design and materials, and shall be subject to 'technology upgrade' at the time of delivery to the Purchaser.
- Where reference is made to particular brand name products or terminology, the Bidder's proposed supply must be substantially or at least equivalent.
- The Bidder shall furnish documentary evidence (brochures, etc.) to demonstrate that the Good it offers meets the requirements stipulated in the Technical Specifications.
- The specifications below are the minimum acceptable requirements. As such, proposed specifications superior to what has been indicated will be welcomed.
- Vendors are required to report on the availability of every one of the minimum requirements so that their proposals may be considered.

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

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



The equipment shall be inspected by the Purchaser's representative, in the presence of a duly authorized Supplier's representative. The results shall be documented and communicated to ***Building Resilience in the Eastern Caribbean through Reduction of Marine Litter (ReMLit) Project*** for issuance of Acceptance Certificate and payment, or for necessary redress.

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

TECHNICAL SPECIFICATIONS (required and offered)

Item No.	Item Description	Qty	<p align="center">Technical Specifications</p> <p><i>Below are our required specifications, which have been listed for your guidance. The Technical Specifications offered should meet the minimum requirements</i></p>	<p align="center">Technical Specifications- Supplier</p> <p><i>Please list in this column detailed specifications of the items for which you are quoting in order for us to make sound comparisons between your specifications and ours (specify warranties where relevant)</i></p>
1	Bins	20	<ul style="list-style-type: none"> • Heavy Duty Trash and Recycling Product Type - Trash Can • Capacity – Approximately 45-50 GA-Gallon • Color – Blue • Logos are to be visible at front; OECS Commission, Government of Norway, ReMLit project, Government of Montserrat. With Message: “Tackling Ocean Pollution from Turf to Surf”. Please see the logos below and attached. • Entry of bin compartments should facilitate deposit by hand only. • Outdoor • Inner bin with garbage bag holder • Special Features: Tamper proof, hard plastic body or metal or a mix of both metal and plastic. • Ability to be bolted to concrete surface 	
2	Garbage Bags	1,500	<ul style="list-style-type: none"> • 45- 50 GA- Gallon Garbage/ Bin liner Bags • Heavy Duty • Black 	

LOGOS

LOGOS	
Montserrat Coat of Arms	
OECS Commission	 <p style="text-align: center;">Organisation of Eastern Caribbean States</p>
ReMLit	 <p style="text-align: center;">ReMLit <small>Tackling Ocean Pollution from Turf to Surf</small></p>
Ministry of Foreign Affairs Norway	 <p style="text-align: center;">Norwegian Ministry of Foreign Affairs</p>

ANNEX 4

TERMS & CONDITIONS OF SUPPLY
(Applicable to Issued Agreement)

Project Name: Building Resilience in the Eastern Caribbean through Reduction in Marine Litter (ReMLit) Project

Purchaser: Organisation of Eastern Caribbean States

Consignee: Ministry of Health and Social Services, Montserrat

1. **Prices and Schedules for Supply** (As Per [Annex 1](#))

2. **Fixed Price:** The prices indicated in the quotation are firm and fixed and not subject to any adjustment during contract performance.
3. The Purchaser reserves the right at the time of contract finalization to increase by up to 15% the quantity of goods and services originally specified without any change in unit prices as well as other terms and conditions.
4. **Delivery Schedule:** Delivery of all items should be completed be within **4-6 weeks** as per schedule below. Delivery will be done as follows:

Delivery Period	Delivery Address
4-6 weeks after signing of contract	Mrs. Camille Thomas- Gerald Permanent Secretary Ministry of Health and Social Services E. Karney Osborne Building, Little Bay Montserrat Tel: 1-664 491 2880/ 2881 Email: mehcsmail@gov.ms

5. **Insurance:** The supplier is responsible for all kinds of insurance until the Good is 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.
6. **Delivery and Documents:** Upon shipment, the Supplier shall notify the Purchaser and the Insurance Company by email or fax the full details of shipment, including description of Goods, quantity, the vessel, the Shipping and Forwarding Receipt from freight Company showing full

details, port of loading, date of shipment, port of discharge, etc. (if applicable). The Supplier shall mail the following documents to the Purchaser (if applicable), with a copy to the Insurance Company:

- (i) copies of the Supplier's invoice showing goods' description, quantity, unit price, and total amount;
- (ii) duplicate air/truck transport document and/ or duplicate of railway transport document, and/or duplicate FCR (Forwarders Certificate of Receipt) in 1 Original and 2 Copies marked «freight prepaid»;
- (iii) copies of the packing list identifying contents of each package;
- (iv) manufacturer's or supplier's warranty certificate;
- (v) certificate of origin;
- (vi) certificate of quality.

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

7. **Payment Schedule:** 100% of invoice within 30 days of delivery and acceptance of goods. A maximum 10% Advance is payable upon acceptance of the Contract Agreement and submission of a simple Invoice. Payments of advances greater than 10% of the Contract amount should be supported by an advanced payment guarantee (*see clause 8*) of the same amount.
8. **Advance Payment Guarantee:** Payment of advances greater than 10% of the Contract amount should be supported by the advance payment guarantee for the same amount using the Bank Guarantee for Advance Payment form (*see Annex 6*).
9. **Required Goods:** The Supplier confirms compliance, by providing the required goods, as outlined in the quotation submitted.
10. **Warranty:** The supplier warrants that all goods are new, unused free from defects in material components and workmanship under normal use and service and of the most recent or current models, and they incorporate all recent improvements in design and materials.
11. **Prepackaging and Marking Instructions:** All goods must be adequately/appropriately packaged and marked to prevent damage or deterioration during transit and to facilitate easy identification in their final destination/s, as indicated in this Agreement.
12. **Inspections:** The Purchaser or its representative shall have the right to inspect the Goods to confirm their conformity to the Contract.

The inspections shall be conducted at the Goods' final destination.

Should any inspected Goods fail to conform to the Specifications, the Purchaser may reject them and the Supplier shall either replace the rejected Goods or make all alterations necessary to meet

specification requirements free of cost to the Purchaser.

The Purchaser's right to inspect, and where necessary, reject the Goods after the Goods' arrival in the final destinations, shall in no way be limited or waived by reason of the Goods having previously been inspected, tested and passed by Officials prior to the Goods' shipment from the country of origin.

13. **Defects:** All defects will be corrected by the Supplier without any cost to the Purchaser within 30 days from the date of notice by Purchaser.
 14. The Supplier shall not assign or delegate its rights or obligations pursuant to this Agreement without the prior written consent of the Purchaser. Any assignment or delegation in violation of this section shall be void.
 15. **Failure to Perform:** The Purchaser may choose to terminate this Agreement in the event that the Supplier fails to deliver the Goods, in accordance with the terms and conditions specified herein without incurring any liability to the Supplier. The Purchaser may give the Supplier a further period of 21 days to deliver the goods by notice in writing if he fails to deliver the goods by the date specified in this Agreement. If the Supplier fails to deliver the goods upon expiration of the further period, the Purchaser may terminate this Agreement without further notice to the Supplier.
 16. **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 this Agreement is the result of an event of Force-Majeure.
 - (a) For purposes of this clause, "Force Majeure" means an event which is beyond the reasonable control of (and not reasonably foreseeable and planned for by) the Supplier's obligation to effect performance after exercise of reasonable diligence (which for the avoidance of doubt includes the maintenance of appropriate disaster recovery and business continuity measures) and shall include but not be limited to acts of God or public enemy, war, hostilities, riot, terrorism, fire, storms, floods, or other natural event, sabotage, explosion, strike, lock-out or other industrial disputes (except strikes, lock-outs or industrial disputes solely in relation to the Supplier's employees, agents or sub-contractors), quarantine restrictions, and freight embargoes.
 - (b) If a Force-Majeure situation arises and the Supplier is prevented or delayed from performing any of its obligations under this Agreement then:
 - (i) the Supplier's obligations under this Agreement shall be suspended for so long as the Force Majeure continues and to the extent the Supplier is so prevented, hindered or delayed;
 - (ii) as soon as is reasonably possible and in any event within one (1) day after commencement of the Force Majeure, the Supplier shall notify the Purchaser
-

of the Force Majeure and the effects and likely duration of the Force Majeure on the Supplier's ability to perform its obligations under this Agreement;

- (iii) the Supplier shall use all reasonable efforts to mitigate the effects of the Force Majeure upon the performance of its obligations under this Agreement;
- (iv) as soon as is reasonably possible and in any event within one (1) day after the cessation of the Force Majeure, the Supplier shall notify the Purchaser in writing of the cessation of the Force Majeure and shall resume performance of the Supplier's obligations under this Agreement; and
- (v) If any of the Force Majeure events preventing the Supplier from providing any or all of the Services in accordance with this Agreement prevails for a continuous period in excess of five (5) consecutive days, the Purchaser shall be entitled to terminate this Agreement by giving notice in writing to the Supplier.

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

18. Dispute Resolution: Any disputes arising in connection with this Agreement shall be settled by the mutual agreement of the parties, provided that failing such agreement, the dispute shall be finally settled by arbitration in accordance with rules as agreed by the parties to the dispute.

Notwithstanding any other provision of this Agreement, it is understood that the Purchaser and its assets, property, income and its operations and transactions are immune from all forms of legal process. It is further understood that the Purchaser, its property and its assets are immune from all forms of judicial process and that neither this Agreement nor the submission of a dispute to arbitration shall constitute a waiver of that immunity.

ANNEX 5

CONTRACT AGREEMENT

THIS AGREEMENT made the th day of , 2023 between the *Organisation of Eastern Caribbean States* an International Organisation established by the Treaty of Basseterre, 1981 and continued under the Revised Treaty of Basseterre establishing the Organisation of Eastern Caribbean States Economic Union with headquarters situated at Morne Fortune in the Quarter of Castries in the State of Saint Lucia (hereinafter called “the Purchaser”) acting herein and represented by **Didacus Jules (PhD), Director General of the Purchaser**, of the one part;

AND: (Company Name) a company duly incorporated under the Companies Act of (Insert Issuing Country) as (Insert registration number) and having its registered office at (Insert Company Address) (hereinafter referred to as “the Supplier”) acting herein and represented by (Insert Name of Company Representative and Designation) of the Supplier of the other part:

WHEREAS the Purchaser is desirous that *Supply of Waste Receptacles for Montserrat* be provided by the Supplier and has accepted a quote by the Supplier for provision of the goods in the sum of **Eastern Caribbean** (XCD).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

The following documents shall be deemed to form and be read and construed as part of this Agreement:

- Letter of Award;
- Supplier’s Quotation;
- Terms and Conditions of Supply; and
- Requirements and Specifications.

In consideration of the payment to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the goods in all respects under the provisions of the Contract.

The Purchaser hereby covenants to pay the Supplier in consideration of the goods supplied, the Contract Price under the provisions of the Contract.

In WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of Saint Lucia on the day, month and year first above written.

Signed, Sealed and Delivered by the said **OECS** (Purchaser) and **Supplier Name** (Supplier).

THE OECS

(SUPPLIER NAME)

Signature: _____

Signature: _____

Name: **Didacus Jules (PhD)**

Name: _____

Capacity: **Director-General**

Capacity: _____

Date: _____

Date: _____

In the presence of:

In the presence of:

Name: _____

Name: _____

Signature: _____

Signature: _____

ANNEX 6

ADVANCE PAYMENT GUARANTEE FORM
BANK GUARANTEE FOR ADVANCE PAYMENT

Date: *[insert date (as day, month, and year)]*

_____ *[Bank's Name, and Address of Issuing Branch or Office]*

Beneficiary: _____ *[Name and Address of OECSC]*

Date: _____

ADVANCE PAYMENT GUARANTEE No.: _____

We have been informed that _____ *[name of Firm]* (hereinafter called the Supplier) has entered into Contract No. _____ *[reference number of the contract]* dated _____ with you, for the provision of _____ *[brief description of Goods]* (hereinafter called the *Contract*).

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

At the request of the Supplier, we _____ *[name of Bank]* hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of _____ *[amount in figures]* (_____) *[amount in words]* upon receipt by us of your first demand in writing accompanied by a written statement stating that the Supplier is in breach of their obligation under the Contract because the Supplier has used the advance payment for purposes other than toward providing the Goods under the Contract.

It is a condition for any claim and payment under this guarantee to be made that the advance payment referred to above must have been received by the Supplier on his account number _____ at _____ *[name and address of Bank]*.

The maximum amount of this guarantee shall be progressively reduced by the amount of the advance payment repaid by the Supplier as indicated in copies of certified monthly statements which shall be presented to us. This guarantee shall expire, at the latest, upon our receipt of the monthly payment certificate indicating that the Supplier has made full repayment of the amount of the advance payment, or on the __ day of _____, 2__, whichever is earlier. Consequently, any demand for payment under this guarantee must be received by us at this office on or before that *date*.

[signature(s)]

ANNEX 7

FORM OF QUOTATION

[The Bidder shall fill in this Form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.]

_____ (Date)

To: **Yasmine Anatole
Procurement Officer
OECS Commission
Morne Fortune
Castries
SAINT LUCIA**

We offer to execute the **Supply of Waste Receptacles for Montserrat** in accordance with the Conditions of Contract accompanying this Quotation for the Contract Price of _____ (amount in words and numbers) (_____) (Eastern Caribbean Dollars). We propose to complete the delivery of Goods described in the Contract within a period of _____ weeks from the Date of Signing of the Contract.

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

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

Authorized Signature: _____
Name and Title of Signatory _____

Name of Supplier: _____

Address: _____

Phone Number _____

e-mail address: -----
