

EQUEST FOR CATALOGUES

CARIBBEAN DISASTER EMERGENCY MANAGEMENT AGENCY (CDEMA)

Suite #3, Building #1, Manor Lodge Complex,
Lodge Hill, St. Michael
Barbados.

Tel: +1-246-434-4880
Email: procurement@cdema.org
DATE: **26th October 2026**

Dear Sir or Madam,

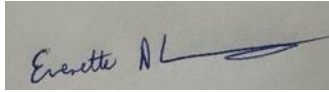
Request for Catalogues: Branded Conference Memorabilia – CDM 14

1. REQUIREMENT	Catalogues and product options for branded conference memorabilia – CDM 14 Main Conference and Youth Forum Branded materials include: Branded pens Branded conference tote bags Branded notebooks Branded lanyards Branded cross body bags Branded notebooks Branded pens Boom Buddy speaker
2. CONTEXT	The Caribbean Disaster Emergency Management Agency (CDEMA) is convening the 14th Caribbean Conference on Comprehensive Disaster Management (CDM 14), comprising the Main Conference (7–11 December 2026, Pegasus Suites and Corporate Centre) and the Youth Forum (8–10 December 2026, Splashmins Resort). CDEMA intends to procure branded memorabilia for participants and invites suppliers to submit catalogues so the organising team can select items before quotations are requested.
3. DOCUMENTS TO ACCOMPANY SUBMISSIONS	a) Catalogue Response Form (Appendix A) – completed and signed by Bidder b) Catalogues or clear product images for each item, showing colours, dimensions, materials and branding options c) Manufacturer specifications and warranty information for the Boom Buddy speaker
4. PRICING, REVIEW & NEXT STEPS	(i) Pricing: Prices are not required at this stage. Please do not submit a priced quotation with your catalogues. (ii) Review and Selection: Catalogues will be reviewed on the suitability and quality of the items offered, branding options, stock availability and the ability to meet the required production and delivery timelines. The organising team will then confirm the preferred products, colours and branding. (iii) Next Stage: Suppliers whose products are selected will be invited to submit an itemised quotation showing unit prices and totals separately for the Main Conference and Youth Forum, inclusive of branding, packaging, delivery, taxes, production lead time, quotation validity and payment terms. <u>Submission of catalogues does not commit CDEMA to any purchase.</u> (iv) Delivery Requirement: All items must be delivered no later than 18th November 2026, packed and labelled separately for the Main Conference and Youth Forum. Please confirm whether your proposed items can meet this date.
5. ADDITIONAL INFORMATION	Further information can be obtained by sending a request for additional information to all the email addresses below:

	To: procurement@cdema.org and everette.sweeting@cdema.org
	Subject: <i>Request for additional information: CDM 14 Conference Memorabilia – Catalogues</i>
6. DEADLINE TO SUBMIT CATALOGUES	October 30 th 2026 at 4:00pm EST.

Please confirm receipt of this invitation and whether you will submit catalogues.

Regards,



.....
 Everette Sweeting
 Procurement Specialist

APPENDIX A

ITEMS AND CATALOGUE RESPONSE *(to be completed by bidder)*

CDEMA requests catalogues or clear product images showing the options available for each of the items listed within this appendix. For each item, please indicate colours, dimensions, materials, branding options and estimated production lead times, and highlight any stock limitations or minimum order requirements.

All goods offered must be new, of good quality and free from defects. Branding will use the approved CDM 14 and Youth Forum artwork supplied or approved by the organising team, and a branded mock-up will be required for approval before production. Production shall begin only after written approval of the selected items, quotation and branding mock-ups.

Note: Pricing is not required at this stage. Suppliers invited to the next stage will be asked to quote in USD (wire transfer is CDEMA's preferred method of payment).

Item #	ITEM	QTY.	EVENT / DETAILS REQUESTED	SUPPLIER RESPONSE <i>(Catalogue page/product ref., options offered, lead time, stock limits/minimum order)</i>
1	Branded pens	500	Main Conference – please provide options showing: - Pen styles available (e.g. ballpoint, retractable) - Barrel and ink colours - Material - Imprint area and branding method	<i>(Please state catalogue page/product reference, options offered, production lead time and any stock limitations or minimum order quantities.)</i>
2	Branded conference tote bags	500	Main Conference – please provide options showing: - Material and colours - Dimensions and handle length - Print area and branding method	<i>(Please state catalogue page/product reference, options offered, production lead time and any stock limitations or minimum order quantities.)</i>

3	Branded notebooks	500	Main Conference – please provide options showing: - Size, cover material and colours - Number of pages and ruling - Branding method (e.g. print, deboss)	<i>(Please state catalogue page/product reference, options offered, production lead time and any stock limitations or minimum order quantities.)</i>
4	Branded lanyards	600	Main Conference & Youth Forum – please provide options showing: - Width, material and colours - Clip/attachment type and breakaway safety option, if available - Print method (one- or two-sided)	<i>(Please state catalogue page/product reference, options offered, production lead time and any stock limitations or minimum order quantities.)</i>
5	Branded cross body bags	100	Youth Forum – please provide options showing: - Material and colours - Dimensions and compartments - Print area and branding method	<i>(Please state catalogue page/product reference, options offered, production lead time and any stock limitations or minimum order quantities.)</i>
6	Branded notebooks	100	Youth Forum – please provide options showing: - Size, cover material and colours - Number of pages and ruling - Branding method (e.g. print, deboss)	<i>(Please state catalogue page/product reference, options offered, production lead time and any stock limitations or minimum order quantities.)</i>
7	Branded pens	100	Youth Forum – please provide options showing: - Pen styles available (e.g. ballpoint, retractable) - Barrel and ink colours - Material - Imprint area and branding method	<i>(Please state catalogue page/product reference, options offered, production lead time and any stock limitations or minimum order quantities.)</i>

8	Boom Buddy speaker	100	Youth Forum – please provide options showing: - New units only - Manufacturer specifications - Available colours and branding options - Warranty information	<i>(Please state catalogue page/product reference, options offered, production lead time and any stock limitations or minimum order quantities.)</i>
---	--------------------	-----	--	--

We, the undersigned, declare that:

- (a) We submit the attached catalogues and product information in response to this Request for Catalogues.
- (b) We understand that this submission is not a priced offer, and that suppliers whose products are selected will be invited to submit an itemised quotation.
- (c) We hereby agree that any resulting Contract, we will undertake to observe the laws against fraud and corruption, including bribery, in force in the country of the Client.
- (d) We confirm that we understand and will adhere to CDEMA's statement on Prohibited Practices attached at Appendix B and will report any suspected acts of Prohibited Practices of which you have knowledge or become aware both, during the bidding process and throughout negotiation or execution of this or any future contract.

SIGNED BY BIDDER:

Name of bidder's authorised representative	Signature of bidder's authorised representative:	Duly authorized to sign the bid for and on behalf of (insert name of firm below)	Date

APPENDIX B

PROHIBITED PRACTICES

Prohibited Practices

1. CDEMA requires that all grant beneficiaries as well as all firms, entities and individuals bidding for or participating in a CDEMA financed activity including, inter alia, applicants, bidders, suppliers, contractors, consultants, personnel, sub-contractors, sub-consultants, service providers and concessionaires (including their respective officers, employees and agents irrespective of whether the agency is express or implied), adhere to the highest ethical standards, and report to the CDEMA all suspected acts of Prohibited Practices of which they have knowledge or become aware both, during the bidding process and throughout negotiation or execution of a contract. Prohibited Practices include acts of: (i) corrupt practices, (ii) fraudulent practices, (iii) coercive practices, and (iv) collusive practices and (v) obstructive practices. CDEMA has established mechanisms to report allegations of Prohibited Practices. Any allegation shall be submitted to the Executive Director for the appropriate investigation. Donor funding may require CDEMA based on the grant agreement to mutually recognize sanctions imposed by their respective sanctioning bodies.
 - (a) CDEMA defines, for the purposes of this provision, the terms set forth below:
 - (i) A “corrupt practice” which is the offering, giving, receiving, or soliciting, directly or indirectly, anything of value to influence improperly the actions of another party;
 - (ii) A “fraudulent practice” is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
 - (iii) A “coercive practice” is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
 - (iv) A “collusive practice” is an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party; and
 - (v) An “obstructive practice” which is:
 - a. deliberately destroying, falsifying, altering or concealing evidence material to the investigation or making false statements to investigators in order to materially impede a CDEMA investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or
 - b. acts intended to materially impede the exercise of CDEMA’s inspection and audit rights provided for under paragraph 1 (f) below.
 - (b) If, in accordance with the Sanctions Procedures of CDEMA, it is determined that at any stage of the procurement or implementation of a contract any firm, entity or individual bidding for or participating in a CDEMA financed activity including, inter alia, applicants, bidders, suppliers, contractors, consultants, personnel, sub-contractors, sub-consultants, goods or service providers, concessionaires, Borrowers (including grant Beneficiaries) Executing Agencies or Contracting Agencies (including their respective officers, employees and agents irrespective of whether the agency is express or implied) engaged in a Prohibited Practice CDEMA may:

- (i) not finance any proposal to award a contract for works, goods or services, and consulting services;
 - (ii) suspend disbursement of the operation if it is determined at any stage that an employee, agent or representative of the CDEMA, Executing Agency or Contracting Agency has engaged in a Prohibited Practice;
 - (iii) not taken the adequate remedial measures (including, inter alia, providing adequate notice to CDEMA upon learning of the Prohibited Practice) within a time period which CDEMA considers reasonable;
 - (iv) issue the firm, entity or individual a reprimand in the form of a formal letter of censure for its behavior;
 - (v) declare that a firm, entity, or individual is ineligible, either permanently or for a stated period of time, to (i) be awarded a contract or participate in activities financed by CDEMA; and (ii) be nominated sub-consultant, sub-contractor, supplier or service provider of an otherwise eligible firm being awarded a CDEMA financed contract;
 - (vi) refer the matter to appropriate law enforcement authorities; and/or
 - (vii) impose other sanctions that it deems to be appropriate under the circumstances, including the imposition of fines representing reimbursement of CDEMA for costs associated with investigations and proceedings. Such other sanctions may be imposed in addition to or in lieu of the sanctions referred above.
- (c) The provisions of sub-paragraphs¹ (b) (i) and (ii) shall also be applicable when such parties have been temporarily suspended from eligibility to be awarded additional contracts pending a final outcome of a sanction proceeding, or otherwise.
- (d) The imposition of any action to be taken by CDEMA pursuant to the provisions referred to above will be public.
2. In addition, any firm, entity or individual bidding for or participating in a CDEMA -financed activity including, inter alia, applicants, bidders, suppliers, contractors, consultants, personnel, sub-contractors, sub-consultants, service providers, concessionaires, Borrowers (including grant Beneficiaries), Executing Agencies or Contracting Agencies (including their respective officers, employees, and agents, irrespective of whether the agency is express or implied) may be subject to sanctions pursuant to agreements that CDEMA may have with other International Financial Institutions (IFIs) regarding the mutual enforcement of debarment decisions. For purposes of this paragraph the term "sanction" shall mean any debarment, conditions on future contracting or any publicly-disclosed action taken in response to a violation of an IFI's applicable framework for addressing allegations of Prohibited Practices.
- (e) CDEMA requires that all applicants' bidders, suppliers, and their agents, contractors, consultants, personnel, sub-contractors, service providers and concessionaires permit CDEMA to inspect any and all accounts, records and other documents relating to the submission of bids and contract performance as well as to have them audited by auditors appointed by CDEMA. Applicants, bidders, suppliers, and their agents, contractors, consultants, sub-contractors, sub-consultants, service providers and concessionaires shall fully assist CDEMA with its investigation. CDEMA also requires that all applicants, bidders, suppliers, and their agents, contractors, consultants, personnel, sub-contractors, sub-consultants, service providers and concessionaires: (i) maintain all documents and records related to the CDEMA financed activities for seven (7) years after completion of the work contemplated in the relevant contract; and (ii) deliver any document

necessary for the investigation of allegations of Prohibited Practices and make available employees or agents of the applicants, bidders, suppliers and their agents, contractors, consultants, personnel, sub-contractors, sub-consultants, service providers or concessionaires with knowledge of the donor-financed activities to respond to questions from CDEMA personnel or any properly designated investigator, agent, auditor or consultant relating to the investigation. If the applicant, bidder, supplier and its agent, contractor, consultant, personnel, sub-contractor, sub-consultant, service provider or concessionaire fails to cooperate and/or comply with CDEMA's request, or otherwise obstructs the investigation, CDEMA in its sole discretion, may take appropriate action against the applicant bidder, supplier and its agent, contractor, consultant, personnel, sub-contractor, service provider or concessionaire.

- (f) If CDEMA procures goods or services, works or consulting services directly from a specialized agency, all provisions under Section VI regarding sanctions and Prohibited Practices shall apply in their entirety to applicants, bidders, suppliers and their agents, contractors, consultants, personnel, sub-contractors, sub-consultants, service providers, and concessionaires, (including their respective officers, employees, and agents, irrespective of whether the agency is express or implied), or to any other entities that signed contracts with such specialized agency to supply such goods, works, or non-consulting services in connection with the donor-financed activities. CDEMA will retain the right to require the entity to invoke remedies such as contract suspension or termination. Specialized agencies shall consult CDEMA's list of firms and individuals suspended or debarred. In the event a specialized agency signs a contract or purchase order with a firm or an individual suspended or debarred by CDEMA and CDEMA will not finance the related expenditures and will apply other remedies as appropriate.

3. By submitting bids Bidders represent and warrant:

- (a) that they have read and understood CDEMA's definition of Prohibited Practices and the sanctions imposed in case Prohibited Practices take place and that they will comply with the rules applicable to those Practices and sanctions;
- (b) that they have not engaged in any Prohibited Practice as set forth herein;
- (c) that they have not misrepresented or concealed any material facts during the procurement or contract negotiation processes or during the performance of the contract;
- (d) that neither they nor their agents, personnel, sub-contractors, sub-consultants, directors, officers or principal shareholders have been declared ineligible to be awarded a contract by CDEMA or by another International Financial Institution (IFI) with which CDEMA may have entered into an agreement for the mutual enforcement of sanctions or have been convicted of an offense involving a Prohibited Practice;
- (e) that none of their directors, officers or principal shareholders has been a director, officer or principal shareholder of any other company or entity that has been declared ineligible to be awarded a contract by CDEMA or by another International Financial Institution (IFI) with which CDEMA may have entered an agreement for the mutual enforcement of sanctions, or has been convicted of a crime involving a Prohibited Practice;
- (f) that all commissions, agents' fees, facilitating payments or revenue-sharing agreements related to the CDEMA financed activities have been disclosed;
- (g) that they acknowledge that the breach of any of these representations may constitute a basis for the adoption by CDEMA of one or more of the measures set forth in Clause 1 (b).