



Grenada Bureau of Standards

CARICOM Development Fund Project

**Enhancing Exports through the Strengthening of the National
Quality Infrastructure**

**Renovation of Laboratories
Queen's Park, St. George's**

Invitation to Quote

February 2021

Invitation To Quote

Project Title: Enhancing Exports through the Strengthening of the Grenada Bureau of Standards

Source of Funding: CARICOM Development Fund

Date of Issue of Invitation: February 01, 2021

Dear Contractor,

1. The Grenada Bureau of Standards (Employer) hereby invites you to submit a quotation for the following works: **Renovation of Grenada Bureau of Standards Laboratories at Queen's Park, St. George's**
2. Quotations are invited for these works on the basis of the information contained in the Section 1- Description of Works and Section 2 - Drawings, which shall form part of the Invitation to Quote. No claim will be entertained on grounds of failure to read or comply with the instructions in the Invitation to Quote or for allegedly misunderstanding their importance. The Bidder shall allow in his Quote for all provision of the Invitation.

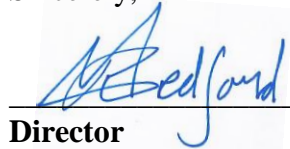
You may submit your quotation using the Quotation Form by hand in sealed envelopes addressed to the following:

The Director
Grenada Bureau of Standards
Queen's Park
St. George's
Grenada

3. Quotations will be evaluated using the following criteria:
 - a. Years of experience
 - b. Reputation of the contractor
 - c. Similar work done within the past five (5) years
 - d. Time to deliver
 - e. Price
4. Each bidder shall submit only one quotation which shall include a copy of Tax and NIS Compliance Certificates, either individually, or as a partner in a joint venture. All quotations submitted in violation of this rule shall be rejected. Partners in a joint venture shall be jointly and severally liable for the execution of the contract. In the case of a joint venture the lead partner should demonstrate work experience under paragraph 3 above. Financial resources of all the partners in the joint venture will be combined to determine adequacy of resources.

5. In evaluating the quotations, the Employer 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 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 bidder refuses to accept the correction, his quotation will be rejected.
6. Your quotation shall be valid for a period of ninety (90) days from the deadline for submission of the quotation.
7. Your quotation must be in English Language and shall be for the whole works and based on the unit and total price indicated as per contract to be established. Currency of quoted prices and payment shall be Eastern Caribbean Currency (XCD). The quotation shall include all duties, local taxes, customs and other levies payable by the contractor in accordance with the local laws.
8. The Bidder is expected to examine carefully all instructions, conditions, forms, terms, specifications and drawings in the Invitation to Quote. Failure to comply with the requirements of the Section 1 - Scope of Works and terms of the invitation to quote will be at the Bidder's own risk. Quotations which are not substantially responsive will be rejected.
9. The Employer will award the contract to the Bidder whose quotation has been determined to be substantially responsive to this invitation to quote and is qualified to do the work and price.
10. The contract will be governed by the terms and conditions of the attached draft Contract.
11. Bidders may make arrangements with the Employer to visit the site for the preparation of their quotation;
12. Your quotation should be submitted by 3:00 p.m. on February 19, 2021. Quotations received after the afore-mentioned time will not be accepted.

Sincerely,



Director
GRENADA BUREAU OF STANDARDS

SECTION 1 – SCOPE OF WORKS

ATTACHED

SECTION 2 – DRAWINGS

ATTACHED

SECTION 3 – DRAFT SAMPLE CONTRACT

ATTACHED

SECTION 4 – QUOTATION FORM

ATTACHED