

# Invitation to Bid (ITB)

5 August 2019



## ORGANISATION OF EASTERN CARIBBEAN STATES



**USAID**  
FROM THE AMERICAN PEOPLE

### OECS/USAID JUVENILE JUSTICE REFORM PROJECT II (JJRP II)

1. The Organisation of Eastern Caribbean States (OECS) has received financing from the United States Agency for International Development (USAID) towards the implementation of the OECS/USAID Juvenile Justice Reform Project II - Cooperative Agreement No. AID-538-IO-16-00002. The OECS intends to apply a portion of the funds to eligible payments under the contract for which this invitation is issued for **the Supply of Musical Equipment for the OECS/USAID Juvenile Justice Reform Project II.**
2. The Organisation of Eastern Caribbean States Commission now invites sealed bids from eligible and qualified bidders to submit a price quotation for the **Supply of Musical Equipment** as specified below.

No.	Items	Quantity
1	Standard Bn Clarinet Bb Clarinet	6
2	TS-400 Tenor Saxophone with case	3
3	AS-400 Student Alto Saxophone	3
4	321 Series 4-valve Euphonium Silver	2

5	Hi-Hat Pair - 14" (HH Pair 14")	1
6	Standard Precision Bass Guitar, Maple Fingerboard	2
7	Standard Stratocaster Electric Guitar (Brown Sunburst, Maple Fingerboard)	2
8	Sound Percussion Labs Birch Marching Bass Drum with Carrier - White 22 x 14 in	1
9	61-Key Synthesizer Workstation Black	2
10	5-piece Drum Set, Charcoal Metallic	2
11	Keyboard Amp (KB 1 20W Keyboard Amp)	2
12	Speaker 12-inch powered speakers with stands and Microphone	2
13	Guitar Amps: mini electric guitar amplifier	6
14	Cordless Microphone	4
15	Microphone with cord	4
16	Trumpet	3
17	Trombone: Bb Tenor Slide	3
18	14" x 11" Snare Marching Drum	1

3. Bidding will be conducted in accordance with the Invitation to Bid procurement method as specified in the Commission's Procurement Manual dated November 2013, revised June 2017 and is open to limited eligible bidders.
4. Qualifications requirements
  - a. Bidder must have experience in the supply of goods similar to the goods in the bid for a period of at least three (3) years prior to the deadline for bid submission.
  - b. If the bidder is a Joint Venture (JV), the members in charge should meet these requirements.
  - c. The Bidders shall submit reference lists for not less than One (1) successfully completed similar contract during the last three (3) years, for similar material/equipment (based on bids submitted for the named material/equipment)

within the last 3 years, for an amount of not less than:

- Supply of Musical Equipment – XCD50,000.00
- d. If the bidder is a Joint Venture (JV), all members should jointly meet all qualification requirements and the member in charge should have at least One (1) successfully completed similar contract during the last three (3) years.
  - e. The Bidder shall submit documentary evidence of compliance to the Technical Specifications.
5. A complete set of the Bidding Document, in English, may be requested by interested eligible bidders on the submission of a written request to the email address below. The Bidding Document will be sent **free of charge** to all interested eligible bidders by electronic mail. The PDF version of the Bidding Document will be the binding one. For the convenience of Bidders, an unofficial MS Word copy of the Bidding Document will be included in the email.

**OECS/USAID Juvenile Justice Reform Project II**  
**Social Development Unit**  
**OECS Commission**  
**Morne Fortune**  
**P.O. Box 179, Castries, SAINT LUCIA**  
**Telephone: 1758-455-6341 Fax: 758-453-1628**  
**Email: [procurement@oecs.int](mailto:procurement@oecs.int)**

6. Bids must be addressed, as stated below, and **be deposited in the Bid Box located in the Reception area of The Commission's Office ON OR BEFORE 11:00 a.m. on Monday 26 August 2019.** Electronic bidding **will not** be permitted.

**BID FOR the Supply of Musical Equipment, Bid No: OECS-SME-G-ITB-JJRPII-1**  
**Attn: Head, Social Development Unit**  
**OECS Commission**  
**Reception Area, Main Building, Morne Fortune**  
**Castries, SAINT LUCIA**

7. Bids will be opened at the **Castries Room, OECS Commission, Morne Fortune, Castries, Saint Lucia**, in the presence of bidders who choose to attend, following the deadline for delivery of bids, at **11:15 a.m. on Monday, 26 August 2019**.
8. Bids reaching after the closing date and time will be rejected.
9. All bids must be accompanied by a Bid Securing Declaration, with a one (1) year automatic suspension for any breach. The Bid Securing Declaration is to be submitted in the format stipulated in the Bidding Document.
10. Please note that The Commission is not bound to select any of the bids submitted. The Commission also reserves the right to cancel this invitation in its entirety or even partially without incurring any liability to the bidders.