

# INVITATION TO BID

**IGOV/ITB/003/24**

**Closing Date – 26<sup>th</sup> March 2024**

## **Invitation To Bid For The Provision of 2476 Laptops for The Ministry of Education**

### **Background**

The National Information and Communication Technology Company Limited, branded as "iGovTT" (hereinafter referred to as "the Company") was incorporated in July 2009 as a state-owned enterprise to continue the realization of the National Information, Communication and Technology (ICT) Strategy for transforming Trinidad and Tobago into a knowledge-based economy.

The Company procures, project manages, implements and maintains Enterprise-Wide and major ICT solutions for Government, as well as provides value-added ICT support services to Government Ministries, Divisions and Agencies (MDAs).

The Company is therefore seeking to procure 2,476 Laptops on behalf of the Ministry of Education.

### **Requirements**

Bidders are required to quote for the following:

- Two Thousand, Four Hundred and Seventy-Six (2,476) Laptops

\*Specifications can be reviewed in the ITB package\*

### **Access to ITB Packages**

Invitation To Bid (ITB) packages are available on the iGovTT etender website at <https://igov.etenderworld.tt>

### **Payment Guidelines**

#### **Local Bidders**

1. Log in to portal at <https://igov.etenderworld.tt>
  2. Register on the eTender Portal in order to participate in the ITB process
  3. Purchase and download Tender package
-

## ITB Process

### Pre-Qualification

In accordance with the Public Procurement and Disposal of Public Property Act, 2015 (as amended), suppliers of goods, works and services, interested in conducting business with iGovTT **must register and seek pre-qualification** on the Office of Procurement Regulation (OPR) Procurement Depository.

The relevant guidelines for registration and prequalification can be found on the OPR website via <https://oprftt.org/procurement-depository/>

### Invitation to Bid

The Invitation to Bid (ITB) will be conducted via a 2 stage process as follows:

- **Stage 1 – Technical Submission**

1. Bidders shall submit ONLY their Technical submission electronically via <https://igov.etenderworld.tt>
2. Bids will be evaluated using the Evaluation Criteria outlined in the ITB documents

### Bidders who have been successful at Stage 1 will be invited to participate in Stage 2 – Reverse Auction

- **Stage 2 – Reverse Auction**

1. Instructions relating to the conduct of the Reverse Auction will ONLY be provided to Bidders who would have been invited after passing the Technical Evaluation
2. The Bidder with the lowest price at the end of the Reverse Auction shall be deemed the Preferred Bidder and will be invited via a Letter of Award to enter into a contractual arrangement with iGovTT for the supply of the laptops at their final bid price submitted at the Reverse Auction.

## Procurement Timetable

Event	Date	Time
Issue of ITB	2 <sup>nd</sup> February 2024	N/A
Bidder clarification meeting	15 <sup>th</sup> February 2024	10:00 a.m.
Deadline for submissions of Questions/Queries	27 <sup>th</sup> February 2024	4:00 p.m.
Deadline for Response to Questions/Queries and issuing final Addendum	5 <sup>th</sup> March 2024	4:00 p.m.
Deadline for submission of Bids	26 <sup>th</sup> March 2024	3:00 p.m.

## Request For Information

The Company requires the following to be submitted when requesting information;

- All requests for information shall be emailed to [tenders@igovtt.tt](mailto:tenders@igovtt.tt).
- The ITB number must be in the subject of your email
- Your Company's Name and Contact Email

## Submission of Proposals

Technical proposals shall be submitted electronically via <https://igov.etenderworld.tt> no later than **3:00 p.m. on 26<sup>th</sup> March 2024.**

## Conditions of Participating in the ITB Process

iGovTT **DOES NOT BIND ITSELF** to accept the lowest cost or any Proposal, nor to reimburse bidders for any expenses incurred in preparation of Proposals.

By issuing this ITB, iGovTT is not bound in any way to enter into any contractual or other arrangement with any party.

iGovTT reserves the right to terminate, amend or vary the procurement process by notice to all bidders in writing. The Company will not accept liability for any losses caused to you as a result of this change.