



GOVERNMENT OF BELIZE

Ministry of Finance, Economic Development, and Investment

**FINANCE, ECONOMIC DEVELOPMENT,
AND INVESTMENT**

**P.O. Box 42
Ground Floor, Sir Edney Cain Building
Belmopan City
Belize, Central America**

Fax: (501) 822-3673

Tel: (501) 822-2526

(501) 822-2527

Email: econdev@med.gov.bz

Our Ref: IA/CABEI/2 Vol. X 2021 (___)

August 13, 2021

Dear Supplier:

Subject: N^o CABEI-G-002/2147: Invitation to Quote for the Supply and Delivery of Computers and Office Equipment listed below:

GOODS	QUANTITY
Desktop Computers	1
Laptop Computers	6
Projector	1
Multi-Function Color Printer	1
Digital Camera	1
Binder	1
Paper Shredder	1
Uninterruptible Power Supply (UPS)	1
Portable External Hard Drive	4

The **Ministry of Finance, Economic Development, and Investment** extends an invitation to your company (*Name of Supplier*) to submit a bid for the above-mentioned supply contract.

Deadline for submission of sealed bids is **Monday August 30th, 2021, at 10:00 a.m.**, via direct mail or hand delivered to the address indicated below:

Electronic Bidding will not be Permitted, and Late submissions will be rejected.

**Project Coordinator
Belize Integral Security Programme (BISP)
Programme Executing Unit
#1904 Constitution Drive, 2nd Floor, Unit #3
Belmopan City, Cayo District
Belize, Central America**

Ref: Invitation to Quote No CABEI-G-002/2147

A timetable of events for this Bidding process is presented below:

	DATE	TIME; VENUE
Deadline for requesting clarifications	Monday August 23, 2021	2:00 p.m.
Last date on which clarifications are issued by BISP, PMU	Wednesday August 25, 2021	-
Deadline for submission of Bids for this tender (with validity period 60 days)	Monday August 30, 2021	10:00 a.m.
Review of bids received	Thursday September 2, 2021	-
Notification of award to the successful tenderer	Friday September 17, 2021	-
Contract Signature	Friday September 24, 2021	-
Delivery of Items to Ministry of Economic Development	30 days after contract signature	-

Kindly note that the selection method is based on *Price Comparison* and that participants in this process will be subject to an *Eligibility Verification* exercise to verify that they do not appear on CABEI's prohibited counterparty lists.

You may quote for any or all items under this invitation. Each item shall be evaluated, and contract awarded separately to the firm(s) that is technically compliant and offering the lowest evaluated price for each item.

We look forward to your participation and submission to this tender.

Respectfully,

**Elvis L. Requena
Project Coordinator
Belize Integral Security Programme**

Enc:

1. *Technical Specification*
2. *Price and Delivery Schedule*
3. *Form of Quotation*
4. *Draft Contract*

TECHNICAL SPECIFICATION

Notes:

- 1) The tenderers are requested to complete column 4 &5 in the template on the next pages.
- 2) Columns 1, 2, and 3 are not to be modified by the tenderer
- 3) Column 6 is reserved for the Executive Committee
- 4) The offer must be clear enough to allow the evaluators to make an easy comparison between the requested specifications and the offered specifications

1. Item Number	2. Quantity	3. Specifications Required	4. Specifications Offered	5. Notes, remarks, ref to documentation	6. Executive Committee's notes
1	2	<p><u>Laptops</u> <i>Minimum Requirement</i></p> <ul style="list-style-type: none"> ▪ 15.6" FHD 1920x1080, Anti-Glare Non-Touch, 45% color gamut, WVA, IR Camera & Mic, WWAN Capable ▪ 10th Gen Intel Core Processor i7-10850H (6 Core, 12MB Cache, 2.70 GHz to 5.10 GHz, 35W, vPro) ▪ Windows 10 Pro English, French, Spanish ▪ Nvidia Quadro P620 w/ 4GB GDDR5 ▪ 16GB, 2X8GB, DDR4 2933Mhz Non-ECC Memory ▪ M.2 512GB PCIe NVMe Class 40 Solid State Drive ▪ Intel® Wi-Fi 6 AX201 2x2 .11ax 160MHz + Bluetooth 5.1 ▪ 6 Cell 97Whr ExpressCharge Capable Battery ▪ 130W E5 Type C Power Adapter (EPEAT) ▪ Intel vPro Technology Enabled ▪ 1 Year Antivirus ▪ 3 Years Warranty ▪ AutoCAD 2021 ▪ Laptop Bags 			

2	1	<p><u>Desktops</u> <i>Minimum Requirement</i></p> <ul style="list-style-type: none"> ▪ General Use, data management ▪ 10th Gen Intel core i5 Processor (QC/6MB/4T/3.2GHz/65W) ▪ Windows 10 Professional English 64bit ▪ 8GB(1x8) 2400MHz DDR4 Memory ▪ 1TB 3.5-inch SATA 7200rpm Hard Disk Drive ▪ Gigabit Ethernet ▪ DP, HDMI, DVI, VGA ▪ 16x DVD-/+RW ▪ US English (QWERTY) Quiet Key USB Keyboard ▪ Laser Scroll USB (6 Buttons) Mouse ▪ 24” Monitor 1920 X 1080 ▪ 3 Years Warranty ▪ 3 Years Antivirus licensed ▪ 3 Years licensed Acrobat Pro DC 			
3	4	<p><u>Laptops</u> <i>Minimum Requirements</i></p> <ul style="list-style-type: none"> ▪ 14.0" FHD (1920 x 1080) 220 Nit Anti-Glare Non-Touch, RGB cam and Mic, WLAN WWAN Capable ▪ 10th Generation Intel i5-10310U (4 Core, 6M cache, base 1.7GHz, up to 4.4GHz, vPro) ▪ Windows 10 Pro English, French, Spanish ▪ 8 GB, 1x8 GB, DDR4 Non-EC ▪ M.2 256GB PCIe NVMe Class 35 2230 Solid State Drive ▪ Intel® UHD graphics 620 with Displayport over Type-C for Intel 10th Gen Core i5-10310U ▪ Dual Pointing Backlit English US Keyboard ▪ Intel Dual Band Wi-Fi 6 AX201 2x2 802.11ax 160MHz + Bluetooth 5.1 ▪ 4 Cell 68Whr ExpressCharge™ Capable Battery ▪ E5 90W Type-C Power Adapter, EPEAT ▪ 1 Year Antivirus ▪ 3 Years Warranty ▪ QuickBooks Enterprise 2021, 3-year subscription (1 laptop only) 			

		<ul style="list-style-type: none"> ▪ Laptop Bags 			
4	1	<p><u>SMART UPS – Emergency Power-supply/Protector</u> <i>Minimum Requirements</i></p> <ul style="list-style-type: none"> ▪ 450 Watts /750 VA UPS Battery Backup ▪ 8 Total Outlets: 4 Battery Backup & Surge Protector; 4 Surge Protector Only ▪ Ethernet, Phone, fax, modem protection ▪ 5’ Power Cord ▪ 1 Year Warranty 			
5	1	<p><u>Projector with screen (1)</u> <i>Minimum Requirements</i></p> <ul style="list-style-type: none"> ▪ Maximum Resolution: 1920 X 1080 ▪ Resolution (Native) 1920 X 1080 ▪ Vertical Resolutions 1080p ▪ 3-chip Technology: Yes ▪ Brightness: 3100 lumens ▪ Project Type: Home Theatre ▪ Contrast ratio: 15,000:1 ▪ Aspect Ratio: 16:09 ▪ Digital Keystone Correction: Yes ▪ Throw Ratio Range: 1.02-1.23 ▪ Projector Distance: minimum of 3ft - 26.6 ft ▪ Maximum Viewable Screen Size: 300 inches ▪ Lamp Life: 4500 hours ▪ Lamp Type: 210W UHE ▪ HD: yes ▪ Composite video, HDMI, RCA, USB Type A, USB Type B, VGA ▪ Integrated Speakers: Yes ▪ Noise Level: 37 Decibels ▪ Weight: maximum 6lbs ▪ Carrying case ▪ 1 Year Warranty 			

6	1	<p><u>Multi-Function Printer</u> <i>Minimum Requirements</i></p> <ul style="list-style-type: none"> ▪ Print/Scan/Copy in Color ▪ LCD Screen display ▪ Minimum speed – 40 pages per minute ▪ Max paper size to print – 12” x 18” ▪ Standard Embedded Duplex ▪ Tray(s) Capacity- minimum 1,150 sheets ▪ Reverse Automatic Document Processor ▪ Dual scan document processor ▪ Scan resolution minimum -200x100 dpi to Max 600 dpi ▪ Network Ready ▪ System Memory – minimum 4GB RAM/ 8GB SSD/ 320 GB HDD standard ▪ Toner ▪ Wireless printing capability ▪ 3 Years Warranty 			
7	1	<p><u>Shredder</u> <i>Minimum Requirements</i></p> <ul style="list-style-type: none"> ▪ Auto start/ stop ▪ Cut Style: Cross Cut ▪ Shred Items: paper, CDs, staples ▪ Security Level: Level 4 ▪ Waste capacity: Minimum 4 gallons ▪ Shreds minimum: 6 pages at a time ▪ Reverse mode ▪ 3 Years Warranty 			
8	1	<p><u>Binder Machine</u> <i>Minimum Requirements</i></p> <ul style="list-style-type: none"> ▪ Manual ▪ Max. Binding capacity: 400 ▪ Max. Punching capacity: 22 sheets ▪ Hole Quantity: 21 ▪ Hole Distance: 14.3 mm ▪ Adjustable Margin: 3mm,5mm,7 mm ▪ Handle: Single Handle ▪ Punching Size: Letter ▪ Binds ring size: max 51mm 			

		<ul style="list-style-type: none"> ▪ 3 Years Warranty 			
9	1	<p><u>Camera</u> <i>Minimum Requirements</i></p> <ul style="list-style-type: none"> ▪ Clear Image Zoom ZEISS Lens ▪ 20.4MP Exmor R CMOS Sensor for superb low light images ▪ Lock-On AF ▪ Wi-Fi w/NFC3 ▪ GPS tagged photos ▪ 4K quality still image output via HDMI2 ▪ Motion Shot Video ▪ LCD Display ▪ 921000 Max Display Resolution ▪ Max Aperture f/2.8 ▪ 50x Digital zoom ▪ Carrying case ▪ 3 Years Warranty 			
10	4	<p><u>Portable External Hard Drive</u> <i>Minimum Requirements</i></p> <ul style="list-style-type: none"> ▪ Storage: 1TB ▪ Connectivity: USB 3.1 Type-C ▪ Sequential read speed: 484 MB/s ▪ Sequential write speed: 482 MB/s 			

Price and Delivery Schedule for Goods

Date _____

Contract Name.: _____

Name of Bidder: _____

Item No	Description of Goods	Quantity	Unit Price	Total Price at destination inclusive of transportation and insurance if applicable.	Delivery Date
#1					
#2					
#3					
#4					
#5					
#6					
#7					
#8					
#9					
#10					

(Note: In case of discrepancy between unit price and total derived from unit price, the unit price shall prevail)

Form of Quotation

_____ (Date)

To: _____ (Purchaser's Name)

_____ (Purchaser's Address)

We offer to execute the contract _____ in accordance with the Conditions of Contract accompanying this Quotation for the Contract Price of _____ (amount in words and numbers) (_____) (name of currency). We propose to complete the delivery of Goods described in the Contract within a period of _____ calendar days 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 _____

Fax Number, if any _____

e-mail address: -----



**GOVERNMENT OF BELIZE
MINISTRY OF FINANCE, ECONOMIC DEVELOPMENT, AND
INVESTMENT**

BELIZE INTEGRAL SECURITY PROGRAMME (BISP)

**Supply and Delivery of Computers and
Office Equipment**

Funding Source: CABEI

BELIZE:

Government of Belize

Contract No. _____



DRAFT CONTRACT AGREEMENT

This contract is made this XX day of August 2021 BETWEEN the the **GOVERNMENT OF BELIZE, acting through The Ministry of Finance, Economic Development, and Investment** (hereinafter called “the Purchaser”) of the one part and the **XXXX** (hereinafter called “the Supplier”) of the other part.

WHEREAS the Purchaser invited bids for certain Goods and ancillary services, viz., *Supply and Delivery of Computers and Office Equipment*, and has accepted a Quote by the Supplier for the supply of those Goods and Services in the sum of **XXXX** (hereinafter called “the Contract Price”).

AND WHEREAS, the supplier is willing and able to supply the goods on the terms and conditions hereinafter contained in Schedule 2 and in accordance with the offer, which is annexed hereto as Schedule 1 and shall be treated as an integral part of this Contract,

NOW THEREFORE, the parties hereto hereby agree as follows:

1.0 SCOPE OF WORKS

The Supplier agrees to provide the Goods in accordance with the terms of his offer as set out in the Schedule annexed hereto.

2.0 CONSIDERATION

It is understood and agreed that this is a fixed price contract for the supply of the Goods by the Supplier in the sum of the Contract Price stated above.

3.0 COMMENCEMENT AND DURATION

The contract shall commence on the xxx day of September, 2021 and shall end on the XXX when all the Goods have been delivered to Belize Integral Security Programme, Project Management Unit’s (PMU) Office, 1904 Constitution Drive, 2nd, Floor, Unit #3, Belmopan, Belize C.A. and accepted by the PMU.

4.0 PAYMENTS

Payments shall be made as follows:

- (a) The Supplier shall be paid fifty percent (50%) of the Contract Price within 10 working days after the signing of the contract.

- (b) The final fifty percent (50%) percent will be paid to the Supplier upon final acceptance of the Goods subject to the provisions of Clause 5 below.

5.0 INSPECTIONS AND TESTS

The Purchaser or its representative shall have the right to inspect and/or to test the Goods and related services to confirm their conformity to the Contract specifications at no extra cost to the Purchaser, to be conducted at the Goods' final destination. Should any inspected or tested Goods and/or related services fail to conform to the Specifications, the Purchaser may reject the Goods and/or services, and the Supplier shall either replace the rejected Goods or make alterations necessary to meet specification requirements free of cost to the Purchaser.

6.0 TERMINATION FOR INSOLVENCY

The Purchaser may at any time terminate the Contract by giving written notice to the Supplier if the Supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Supplier.

7.0 APPLICABLE LAW

The Contract shall be interpreted in accordance with the laws of Belize

8.0 PROHIBITED PRACTICES

CABEI requires from the Borrowers/Beneficiaries and all individuals or legal entities that participate or provide services in projects or operations with CABEI financing, whether in their capacity as bidders, borrowers, executing bodies, coordinators, project supervisors, contractors, subcontractors, consultants, suppliers, donation beneficiaries (and all officials, employees, representatives and agents), as well as any other type of analogous relationship, the following:

- a. Observe the highest ethical standards in all stages of the procurement process or in the execution of a contract.
- b. Refrain from performing any act or action that is framed or can be categorized as a Prohibited Practice.
- c. Report to CABEI, using the Reporting Channel or other reporting mechanism available to CABEI, any act suspected of constituting a Prohibited Practice of which it has knowledge or has been informed.

In accordance with best practices and to establish a framework of reference in the operation, the following are considered prohibited practices: Corrupt Practice, coercive practice, fraudulent practice, collusive practice, obstructive Practice for purposes of this provision, the foregoing terms, as well as the actions to follow can be found in the article 16 of the Norms for the Application of the Policy for the Procurement of Goods, Works, Services and Consultancies with CABEI resources.

In case of complaints received in the reporting channel or other means acceptable to CABEI, related to prohibited practices that occurred during the procurement processes of Goods, Works, Services and Consultancies, as well as during the execution of a contract resulting from said processes within the framework of an operation financed with CABEI resources, the Bank will proceed in accordance with its internal policies related to the subject.

Prior to determining the existence of a Prohibited Practice, CABEI reserves the right to execute the required audit and investigation procedures and will grant the counterparties and their related parties the procedural opportunity to argue their defense, through the execution of an Administrative Procedure.

When it determines the existence of a prohibited practice, CABEI will determine one or more of the actions and recommendations that are listed below, without their being restrictive:

- a. Refer the corresponding case to the competent local authorities.
 - b. Issue a written warning.
 - c. Adopt measures to mitigate the identified risks.
 - d. Suspend disbursements.
 - e. De-obligate funds.
 - f. Require the advance payments of the resources
 - g. Cancel the business or the contractual relationship.
 - h. Suspend the procurement processes, or execution of contracts, regardless of the state in which they are in.
 - i. Request additional guarantees.
 - j. Execute bonds or guarantees.
 - k. Request reimbursement of expenses or costs associated with the activities and investigations carried out in connection with the commission of prohibited practices.
- Actions or recommendations determined by CABEI will be of obligatory compliance and enforcement.

In any case, notwithstanding sanctions imposed by the authorities of the Borrower/Beneficiary's country, CABEI reserves the right to request the suspension of the contracting processes or execution of the resulting contracts, regardless of the state in which they are in. If CABEI requests the suspension of the contracting procedures or of the execution of contracts, and this does not happen, the Bank reserves the right to not finance any resulting contract. Because of a research process, CABEI may incorporate natural or legal persons in the List of Prohibited Counterparties or another ineligibility list that CABEI has established for this purpose.

9.0 WARRANTY

9.1 The Supplier warrants that all the Goods are new, unused, and of the most recent or current models, and that they incorporate all recent improvements in design and materials, unless provided otherwise in the Contract.

9.2 The Supplier further warrants that the Goods shall be free from defects arising from any act or omission of the Supplier or arising from design, materials, and workmanship, under normal use in the conditions prevailing in the country of final destination.

9.3 Unless otherwise specified, the warranty shall remain valid for three (3) years after the Goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated, or for three (3) years after the date of shipment, from the port, or place of loading in the country of origin, whichever period concludes earlier.

9.4 The Purchaser shall give notice to the Supplier stating the nature of any such defects together with all available evidence thereof, promptly following the discovery thereof. The Purchaser shall afford all reasonable opportunity for the Supplier to inspect such defects.

9.5 Upon receipt of such notice, the Supplier shall, within the period specified, expeditiously repair or replace the defective Goods or parts thereof, at no cost to the Purchaser.

If having been notified, the Supplier fails to remedy the defect within the period specified, the Purchaser may proceed to take within a reasonable period such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Purchaser may have against the Supplier under the Contract.

IN WITNESS WHEREOF the parties hereto have put their hands and seals the day and year first written.

THE COMMON SEAL of the _____)
Ministry of Finance, Economic Development and Investment)

Dr. Osmond Martinez
Chief Executive Officer
Ministry of Finance, Economic Development, and Investment

Witness

STAMP:

Witness

Annex 1: Technical Specifications for the Supply and Delivery of Computers and Office Equipment

Annex 2: Supplier's Offer