



# Government of Grenada

## Invitation to Tender

### Ministry of Education

**Project Title:** Ministry of Education - Procurement of laptops to support CPEA & CSEC e-Testing 2026

**Source of Funding:** Government of Grenada

**Project Number:** 140-10793004

**Reference Number:** MOE/10793004/120226

**Procuring Entity:** Ministry of Education

**Deadline for Submission:** February 27, 2026; 2:30PM Eastern Caribbean Time

**Bid Opening Date:** February 27, 2026; 3:00PM Online via Microsoft Teams

Invitation is extended to all bidders to attend the virtual bid opening.

*Microsoft Teams: Meeting ID: 214 829 518 560 49 Passcode: Kk9DD6Vf*

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February 12, 2026

Dear Supplier,

You are invited to submit a price quotation for the supply and delivery of Laptops as outlined in the table below.

Items must be delivered by May 01, 2026 to the Ministry of Education, Botanical Gardens, Tanteen, St. George's, Grenada and quotations must be submitted electronically via the 'In-Tend' platform by February 27, 2026; 2:30PM local time. Please note that only one quote per bidder will be evaluated.

*Interested suppliers are required to register, submit quotation and address queries via the Government of Grenada Procurement System named 'In-Tend' at [www.in-tendhost.co.uk/gnd](http://www.in-tendhost.co.uk/gnd)*

*For assistance with the In-Tend platform, please contact Ms. Britney Medford at 1(473) 435-3797 or via email at [britneymedford@gov.gd](mailto:britneymedford@gov.gd).*

**Details:**

Description	Quantity
Laptops	150
Mice	150

\*The required technical specifications for the above items are listed in the attached Spec Sheet below.

<b>Evaluation Criteria:</b>	The quotation will be evaluated based on the following: <ul style="list-style-type: none"> <li>• Delivery time (Delivery must be before May 01, 2026.)</li> <li>• Warranty/Support: Must include warranty claim process, warranty period, what is covered and not covered, time for repair or replacement, preferred physical on-island support)</li> <li>• Adherence to specifications (matches or exceed the required specifications)</li> <li>• Quality</li> <li>• Price</li> </ul>
<b>For Clarification</b>	<p>Please address all queries for clarification via the correspondence section on the In-Tend platform.</p> <p>Latest date for clarification/query submission is two (2) working days before the deadline of bid submission.</p>
<b>Contact Person:</b>	<p>Kade De Coteau        Ministry of Education, Botanical Gardens, St. George's  <a href="mailto:ictofficer@moe.edu.gd">ictofficer@moe.edu.gd</a>        1 (473) 440 2737/2738 ext. 27138</p>
<b>Tender submission details</b>	Quotations must be submitted electronically via the 'In-Tend' platform on or before February 27, 2026; 2:30PM. If not registered, get registered today at <a href="http://www.in-tendhost.co.uk/gnd">www.in-tendhost.co.uk/gnd</a> .
	<p>Attn: Permanent Secretary,        Ministry of Education,        Botanical Gardens, Tanteen,        St. George's, Grenada        Tel: (473) 440 2737</p>
<b>Quotation content:</b>	<p>Your quotation shall consist of the following:</p> <ul style="list-style-type: none"> <li>- The completed Letter of Bid</li> <li>- The completed Invitation to Tender <b>"Technical Specification Sheet"</b> form as attached with the quoted Technical Specifications and Terms and Condition.</li> <li>- Your price quotation.</li> <li>- Copy of Company Registration</li> </ul>
<b>Additional Information:</b>	<p>Prices must be in EC dollars and must include all costs involved to deliver items to the Ministry of Education, Botanical Gardens, Tanteen, St. George's, Grenada.</p> <ul style="list-style-type: none"> <li>▪ The MoE is not obligated to accept the lowest or any tender.</li> <li>▪ The MoE can terminate the procurement process at any time without entering a contract and will not be held liable.</li> <li>▪ Tenders received after the deadline for submission will be rejected and returned unopened (in the case of hard copies).</li> <li>▪ The MoE has the right to reject quotations without indicating a brand and model.</li> </ul>

## INVITATION TO TENDER – Specification of Items

Date:.....

Country:.....

Name of Supplier: .....

Contact:.....

Amount	Item Description	Bidders Specification/Offer	Rate Per Unit (EC)	Price Offer (EC)
150	<p><b>Laptop Computer:</b></p> <ul style="list-style-type: none"> <li>- Screen Size: Minimum 14 inches &amp; Maximum 14.5 inches</li> <li>- Operating System: Windows 11 Pro, English</li> <li>- CPU: Minimum Intel i5 13<sup>th</sup> Generation or AMD Ryzen equivalent</li> <li>- Memory: 16GB RAM or more</li> <li>- Hard drive: Minimum 512GB Solid State</li> <li>- Standard Keyboard, US English</li> <li>- Connectivity: <ul style="list-style-type: none"> <li>o Wireless LAN: WiFi 6</li> <li>o Integrated Gigabit Ethernet Port 10/100/1000 Mbps OR Gigabit Ethernet adapter included</li> <li>o At least one USB-C port, 3.2 Gen 2</li> <li>o At least one USB-A port 3.2 Gen 1</li> <li>o Bluetooth: Minimum 5.1</li> </ul> </li> <li>- HDMI Port OR USB-C HDMI adapter</li> <li>- Battery life: At least 8 hours</li> <li>- Camera and microphone integrated</li> <li>- Audio combo jack (TRRS)</li> <li>- Tough and lightweight: Weigh not more than 4.5lbs</li> <li>- At least 3 Years Warranty <ul style="list-style-type: none"> <li>o <i>Outline coverage</i></li> </ul> </li> </ul>	<p>(Please indicate make and model of laptop)</p>		
150	<p><b>Mouse</b></p> <ul style="list-style-type: none"> <li>- Type: Wired</li> <li>- Connectivity: USB-A</li> <li>- Sensor: Optical</li> <li>- Buttons: Standard 2 buttons with scroll wheel</li> <li>- Ergonomics: Right-handed design</li> <li>- Dots Per Inch (DPI): 800-1600 DPI</li> <li>- At least 1 Year Warranty <ul style="list-style-type: none"> <li>o <i>Outline coverage</i></li> </ul> </li> </ul>			

<b>Sub Total</b>	\$	
<b>Shipping</b>	\$	(Included in Unit Cost: Yes <input type="checkbox"/> /No <input type="checkbox"/> )
<b>Total Duties</b> (Custom duties, import and other taxes)	\$	(Must not be included in shipping or sub-total)
<b>Total VAT</b>	\$	(Must not be included in shipping or sub-total)
<b>Total Offer (CIP)</b>	\$	(Total Offer = Sub-Total + Shipping + Duties + VAT)

<b>Terms and Conditions for supplying and delivering items</b>
<i>Warranty (Clearly outline warranty claim process, warranty period, what is covered and not covered, exchange programme, responsible agents and accountability measures):</i>
<i>Delivery time: (Must be delivered before May 01, 2026)</i>
<i>Payment Terms:</i>
<i>Experience, Company Registration + Other:</i>

**Please state in words and figures, the total offer for the items stated/listed:**

TOTAL OFFER: .....

**The registered name and contact details of the supplier/firm:**

Signature and/or Stamp of Bidder: .....