

INVITATION FOR BIDS (IFB)

1. **The Environmental Protection Agency** hereinafter referred to as “the Procuring Entity”, invites eligible bidders to submit their bids for the following items:
 - **Procurement of Microsoft Office 2024 and Microsoft Windows 11 Pro**
 - **Supply and Delivery of Aeroqual Series 500-Portable VOC Monitor**
 - **Supply and Delivery of Complete Computer Systems**
 - **Supply and Delivery of Earth Sense Zephyr**
 - **Supply and Delivery of Office Furniture**
2. Bidding will be conducted through the National Competitive Bidding (NCB) procedures, specified in the Procurement Act, 2003 and Regulations, 2004, and is open to all eligible Suppliers.
3. **Required period of supply:** 60 days after signing of contract
4. The bidding documents may be obtained and examined by any interested bidder. Bids can be purchased for a non-refundable three-thousand-dollar fee (**\$3,000.00**) at the following address:

The Finance Unit
The Environmental Protection Agency
Ganges Street
Sophia
Georgetown from 09:00hrs to 15:00hrs, Mondays to Fridays
Tel. No. 225-5471, 225-5472, 225-5467

5. All bids must be accompanied by a **valid Business Registration, NIS and GRA Compliance Certificates** in the name of the business.
6. All Bidders should submit their bids (one original and two (2) exact electronic PDF copy of the bid on Flash Drive) not later than **9:00 hours on 4th March, 2025** at the address:

The Chairman,
National Procurement and Tender Administration Board
Main and Urquhart Street
Georgetown

7. Bids shall be valid for one hundred and twenty (120) days after the date of bid opening. Bids shall be opened by the Tender Board in the presence of Bidders’ representatives who wish to attend it at **9:00 hours on 4th March, 2025** at the address:
The Chairman,
National Procurement and Tender Administration Board
Main and Urquhart Street
Georgetown

Or

viewing virtually using the link below:

<https://shorturl.at/adUW7>



**The Executive Director
The Environmental Protection Agency**