

# THE UNIVERSITY OF THE WEST INDIES DIGITAL TRANSFORMATION PROJECT

UWI/LIB/N-3/2025/06

## OneUWI Service Desk

### INVITATION TO BID – SUPPLY OF GOODS

The University of the West Indies (the UWI) has received financing from the Caribbean Development Bank (CDB) in an amount equivalent to US\$ 8,496,100 towards the cost of the UWI Digital Transformation Project and intends to apply a portion of the proceeds to eligible payments under this contract. Payment by CDB will be made only at the request of The UWI and upon approval by CDB, and will be subject, in all respects, to the terms and conditions of the Loan Agreement. The Loan Agreement prohibits a withdrawal from the Loan Account for the purpose of any payment to persons or entities, or for any import of goods, if such payment or import, to the knowledge of CDB, is prohibited by a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations. No party other than The UWI shall derive any rights from the Loan Agreement or have any claim to the proceeds of the Loan.

The UWI is the Executing Agency for the Project and now wishes to procure equipment for implementation of the procurement of Goods for OneUWI Service Desk. The UWI intends to invite sealed bids from eligible and qualified bidders for the supply of: OneUWI Service Desk.

The bidding process is conducted according to the procedures specified in the Procurement Procedures for Projects Financed by CDB (January, 2021), as published on CDB's website and is open to all bidders from eligible countries.

Eligible countries are member countries of CDB. Bidders are advised to review the relevant eligibility criteria detailed in Section 4 and conflict of interest provisions in Section 5 of the Procurement Procedures for Projects Financed by CDB (January, 2021), as published on CDB's website.

Firms whether applying individually or in the form of a Joint Venture, shall:

- (a) be legally incorporated or otherwise organised in, and have their principal place of business in an Eligible Country;
- (b) be more than fifty (50) percent beneficially-owned by a citizen or citizens and/or a bona fide resident or residents of an Eligible Country, or by a body corporate or bodies meeting these requirements, as far as the ownership can be reasonably determined; and
- (c) shall have no arrangement and undertake not to make any arrangement whereby the majority of the financial benefits of the contract, i.e. more than fifty (50) percent of the value of the contract, will accrue or be paid to sub-contractors or sub-consultants that are not from an Eligible Country.

Eligible bidders will be required to submit full qualification information with their bids establishing their eligibility to bid and qualification to perform the contract if the bid is accepted. Qualification requirements include, inter alia:

(a) **If the Bidder is a manufacturer:**

(i) Financial Capability

- Bidders shall provide documentary evidence of annual overall revenue of at least US \$250,000 for each year since January 01, 2023.
- and

(ii) Experience and Technical Capacity

The Bidder shall furnish documentary evidence to demonstrate that it has made sales of at least two (2) items offered under this procurement process, or similar, since January 01, 2023, to present.

(b) **If Bidder is not a manufacturer:**

If a Bidder is not a manufacturer but is offering the Goods on behalf of the Manufacturer under Manufacturer's Authorisation Form (Section IV, Bidding Forms of the Bidding Document), both the Bidder and the Manufacturer shall demonstrate the above qualifications (i) and (ii), except that in respect of (ii) the Bidder shall demonstrate that it has successfully completed at least 2 contracts for similar goods since January 01, 2023 to present date, with each contract having a value of at least 80% of the value of their bid.

Bidding and qualification information are to be submitted in the **English Language** on the prescribed forms inserted in the Bid Documents. Submissions that do not provide the information required or that do not demonstrate the prospective supplier's ability to perform satisfactorily, will not qualify and will not be considered for further evaluation.

Bid documents will be available from February 25, 2026. A complete set of Bidding documents can be requested by interested bidders. Requests may be made by email to the **first address** below. Applications must be clearly marked: **“Request for Bid Documents for the Supply of OneUWI Service Desk, UWI Digital Transformation Project”**.

Bidders shall only submit their Bids electronically. The electronic Bidding submission procedures shall be:

Bidders shall submit bids in PDF format by email to the **second address** below. The subject of the email should state:

BID SUBMISSION – OneUWI Service Desk – *Name of the Bidder*

Bidders should submit documents which can only be accessed by using a document key submitted by email separately by the Bidder. Bidders shall submit the document key by email at any time up to 15 minutes after the closing date and time for submission of bids.

Bids must be received at the second address below no later than April 8, 2026, at 2:00pm (Local time in Jamaica) . The name and address of the Bidder as well as the name of the Bid, “OneUWI Service Desk, UWI Digital Transformation Project” must be clearly shown on the front cover page of the bid document.

Bids will be opened publicly approximately 15 minutes after the deadline for submission of bids, in the presence of Bidders' representatives who choose to attend at the **first address** below. Bidders will have the option to join the bid opening remotely via Zoom. Qualification information **only** must be submitted simultaneously to the **third address** below.

Each bid must be accompanied by a Bid Security Declaration for which a form is provided in the Bid documents. Late bids and bids received without a Bid Security Declaration will be rejected.

The UWI reserves the right to accept or reject any bid, and to annul the process and reject all bids, at any time prior to award of contract, without thereby incurring any liability to the affected prospective bidder(s) or any obligation to inform the affected prospective bidder(s) of the grounds for The UWI's action. The UWI will not defray any costs incurred by any bidder in the preparation of bids.

<p><b>(1)</b>          Attention: University Chief          Information Officer           Regional Headquarters,           The University of the West Indies           Mona, Kingston 7           JAMAICA, W.I.           Telephone:876-702-3641           Email: <a href="mailto:uwi-dx-programme@uwi.edu">uwi-dx-programme@uwi.edu</a>           Copy to: <a href="mailto:nazir.alladin@sta.uwi.edu">nazir.alladin@sta.uwi.edu</a></p>	<p><b>(2)</b>          Attention: Project Coordinator           Regional Headquarters,           The University of the West Indies           Mona, Kingston 7           JAMAICA, W.I.           Telephone:876-702-3641           Email: <a href="mailto:uwi-bid-proposals@uwi.edu">uwi-bid-proposals@uwi.edu</a></p>
<p><b>(3)</b>          Procurement Policy Unit          Caribbean Development Bank           Tel: (+1 246) 539-1600          Email: <a href="mailto:procurement@caribank.org">procurement@caribank.org</a></p>	