



*Government of the Republic of Trinidad and Tobago*

*Ministry of Foreign and CARICOM Affairs*

**INVITATION TO QUOTE**

**Subject: Request for ICT Equipment - Laptops**

Dear Sir/Madam,

1. You are invited to submit your price quotation in a pro-forma invoice format for use by the Ministry of Foreign and CARICOM Affairs in accordance with the requirements laid down in **Attachment 1** as follows:
2. Price quotations will be evaluated and a Purchase Order issued to the supplier offering the lowest responsive quote and that meets the required standards of technical and financial capabilities.
3. Your quotation should be accompanied by:
  - **A copy of a valid Tax Compliance Certificate (TCC).**
  - The supplier should inform of any deviations and exceptions to the Technical Specifications.
4. The deadline for receipt of your quotation is two (2) weeks from date of request (May 12, 2022).
5. Quotations are acceptable electronically at [itsupport@foreign.gov.tt](mailto:itsupport@foreign.gov.tt)
6. Your quotation should be submitted as per the following instructions:
  - (i). **Prices:** Prices shall be quoted in Trinidad and Tobago dollars indicating all applicable taxes.
  - (ii). **Evaluation of Quotations:** Quotations determined to be substantially responsive to the technical specifications will be evaluated by comparison of their prices.

Arithmetical errors will be corrected as follows:

- Where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as

quoted will govern.

- If a supplier refuses to accept the correction, the quotation will be rejected.
- (iii). Award of Purchase Order: The award will be made to the supplier offering the lowest responsive quote and that meets the required standards of technical and financial capabilities.
- (iv). Payment: The method and conditions of payment to be made to the supplier under the Purchase Order shall be one hundred (100%) percent of the Purchase Order Price of Goods received.

The Supplier will be paid in Trinidad and Tobago Dollars.

- (v). Delivery Schedule: **Maximum** eight (8) weeks from the issuing date of the Purchase Order.

Goods should be delivered to the address indicated:

Ministry of Foreign and CARICOM Affairs  
2 Prada Street  
St. Clair  
Newtown

- (vi). Documentation: Subsequent to the delivery, the supplier is required to submit the following documentation:
- Invoice
  - Any other pertinent document
- (vii). Validity of the Offer: Your quotation should be valid for a period of 30 days from the date of submission.

7. Further information can be obtained from:

**Mr. Vijay Abiraj**  
Information and Communications Technology Manager  
Address: Ministry of Foreign and CARICOM Affairs  
2 Prada Street  
St. Clair, Newtown  
868-285-5029 Ext. 2012  
[abirajv@foreign.gov.tt](mailto:abirajv@foreign.gov.tt)

8. Please Confirm by email the receipt of this invitation and whether or not you will submit a price quotation.



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9. The Ministry of Foreign and CARICOM Affairs reserves the right to cancel the procurement process or reject any or all quotations at its discretion.

Sincerely,

*Mrs. Jada Alexander*  
Business Operations Assistant I

## Attachment 1

Table 1: Minimum Specifications for Laptop Computers

Feature	Minimum Specification (QTY - 10)
Footprint	15.6"
Processor	11th Gen Intel® Core™ i5-1145G7, vPro® (8 MB cache, 4 cores, 8 threads, 2.60 to 4.40 GHz Turbo) or AMD Equivalent
Memory	16GB DDR4
Storage	256GB SSD
Operating System	Windows 10 Pro (Windows 11 Pro license included), English
Graphics	Intel® Iris® Xe Graphics
Display	15.6" FHD (1920x1080) Non-Touch, Anti-Glare, 250nits, WLAN/WWAN, HD+IR Camera or equivalent
Interfaces	USB Ports HDMI Port Memory Card Reader Headphone/mic combo port RJ45 - Gigabit Ethernet Port or Equivalent adapter
Network Interface	Intel® Wi-Fi 6 AX201 2x2 .11ax 160MHz + Bluetooth 5.2
Web Cam	720P Widescreen HD RGB camera with Dual-array microphones or Equivalent
Keyboard	Single Pointing Backlit English US Keyboard and 10 Key Numpad
Battery	4 Cell, 63Wh or Equivalent
PDF Software	PDF Editor (one time purchase)
Optical Drive	None
Mouse	Optical Mouse
Carrying Case	Briefcase
Warranty	3 Years Warranty (Parts and Labour)