

 CARIBBEAN COMMUNITY CLIMATE CHANGE CENTRE Building Resilience. Securing Our Future.	Caribbean Community Climate Change Centre (the CCCCC) 3rd Floor, David L. McKoy Business Center Bliss Parade, PO Box 563 City of Belmopan, Belize Tel: +(501)822-1104/1094 www.caribbeanclimate.org
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REQUEST FOR QUOTATIONS
Supply and Delivery of IT Equipment
Contract #93/2026/GCF/DOM/CCCCC

Date of Issue	Tuesday, 28 July 2026
Deadline for Submission	<u>on or before 2:00 p.m. (GMT-6), Monday, 10 August 2026</u>
Destination of Goods	The Ministry of Finance, Economic Development, Climate Resilience and Social Security for the Commonwealth of Dominica 5th Floor, Financial Centre Kennedy Avenue, Roseau, Dominica

Dear Sir/Madam,

1. The **Caribbean Community Climate Change Centre (CCCCC)** has received financing from the **Green Climate Fund (GCF)** for the implementation of the project “**Dominica Community Resilience Enhancement Project (DOMCREP)**” and intends to apply a part of the proceeds towards a contract for the **Supply and Delivery of IT Equipment**.
2. The CCCCC now invites bids for the **Supply and Delivery of IT Equipment, Contract#93/2026/GCF/DOM/CCCCC**.
3. Quotations are to comply with the enclosed documents making up this RFQ:
 - Section 1: Instructions to Bidders*
 - Section 2: Form of Quotation*
 - Section 3: Bidders Information Form*
 - Section 4: Prices and Schedules for Supply*
 - Section 5: Technical Specifications (Required and Offered)*
 - Section 6: Form of Contract [for information only]*
 - Section 7: Letter of Acceptance [for information only]*
4. **Contract Award:** The CCCCC will award the contract to the bidder whose quotation has been determined to be substantially responsive to this Request for Quotation and who has offered the lowest evaluated price and is technically responsive.

If required, the Supplier shall be paid an advance payment of up to 50% of the contract price valued upon presentation of an **Original Advance Payment Security**.



Ms. Andrea Tillett
Procurement Officer

Bidder Check list for submission documents:

No.	Document	YES	NO
1.	Completed Section 2: Form of Quotation	YES	
2.	Completed Section 3: Bidder Information Sheet <i>a.) Bidders Information showing Historic information on contracts: of a similar nature and value;</i> <i>b.) Contact information for persons who received the supply</i> <i>c.) Anti Money Laundering Form (signed by the form authorized signatory)</i>	YES	
3.	Completed Section 4: Prices and Schedules for Supply	YES	
4.	Completed Section 5: Technical Specifications (Required and Offered)	YES	
5.	Pictures and brochures for items quoted	YES	
6.	Copy of Certification of Registration and VAT / GST Certificate, if relevant	YES	
7.	Letter of Good standing from bank	YES	
8.	Authorization to Sign on behalf of the Company/Power of Attorney	YES	
9.	Manufacturer Authorization Certificate (If Applicable)	YES	
10.	Warranty Certificate Statement	YES	

REQUEST FOR QUOTATIONS
Supply and Delivery of IT Equipment
Contract #93/2026/GCF/DOM/CCCCC

SECTION 1. INSTRUCTIONS TO BIDDERS

The Caribbean Community Climate Change Centre (CCCCC) has received financing from the Green Climate Fund (GCF) for the implementation of the project “**Dominica Community Resilience Enhancement Project (DOMCREP)**” and intends to apply a part of the proceeds towards a contract for the **Supply and Delivery of IT Equipment, Contract #93/2026/GCF/DOM/CCCCC**.

- (a) **Scope of Goods:** The Caribbean Community Climate Change Centre *[the CCCCC]* hereby invites Bidders to submit Quotations for the following Goods:

#	ITEM	QUANTITY
1.	Laptops (A)	3
2.	Laptops (B)	8
3.	Monitors (A)	3
4.	Monitors (B)	14
5.	Docking Stations	15
6.	Keyboard and Mouse combo	16
7.	Headsets	18
8.	External Hard Drives	5
9.	All-in -One Printer	2
10.	Portable Scanner	3
11.	Portable Projector	2

- (b) **Bidder/Supplier Eligibility: To be eligible to submit a Quote, Bidders MUST meet the criteria detailed below:**

- (i) Bidders must not be, or have been, associated with the organization that prepared for the CCCCC the design or specifications of the Goods.
- (ii) At the time of submitting a Quote, a Bidder MUST not be in an ineligible/suspended state by the CCCCC.
- (iii) Bidders must be a legally registered firm.

In addition, the following qualification criteria will be assessed:

- i. **Financial:** the financial situation of the company should not be in deficit, taken into account debts, at the beginning and end of the year. ***Provide Letter of Good Standing from your Bank.***
- ii. **Professional:** has professional certificate appropriate to this contract, such as an *[authorised dealer for the supply and/or certificate in the maintenance, after sales service of such supplies.]* ***Provide Manufacturer Authorization certificate.***
- iii. **Technical:** The company has successfully provided supplies of a similar nature with a cumulative value of **USD \$50,000.00** in the fields related to this contract in the past three (3) years. ***Provide historic information on contracts: of a similar nature and value and include contact information for persons who received the supply.***

(c) Prices:

- (i) Bidders **MUST** quote for ALL items. The Contract will be governed by the terms and conditions of the attached Form of Contract or where applicable, a Purchase Order will be issued.
- (ii) Prices should be quoted 'Delivered at Place' (DAP), INCOTERMS 2020 for Goods imported to **Dominica** or 'Ex-Works' [EXW] for domestically supplied goods, according to INCOTERMS, 2020.
- (iii) **Prices must be quoted in United States Dollars (USD).** Payment will be made in United States Dollars.
- (iv) The CCCCC reserves the right at the time of Contract / Purchase Order finalization to increase or decrease the quantity of Goods originally specified without any change in unit prices or other terms and conditions.

(d) Alternative Options: Quotations for alternative Goods to those defined in the attached documents **will not** be permitted.

(e) WARRANTY: Goods offered should be covered by Manufacturer's warranty for at least **the specified period outlined in Section 5: Technical Specifications requested** from the date of delivery to **Dominica**. **Please specify the warranty period and terms in detail.**

(f) DELIVERY must be within 45 days day of contract signature

(g) Errors: In assessing the Quotations, the CCCCC will adjust for any arithmetical errors as follows:

- i. where there is a discrepancy between amounts in figures and in words, the amount in words will govern;
- ii. 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.

Bidders refusing to accept the corrections will result in the Quotation being rejected.

- (h) **Evaluation Criteria:** Offers determined to be substantially responsive to the technical specifications will be evaluated by comparison of their DAP/EXW price (plus any price quoted for delivery to the place of destination).

The following additional criteria will be used to evaluate the offers, where applicable:

- the Supplier's after sales services such as training, maintenance, and availability of parts
- the quality and technical suitability of the product vis-à-vis the specifications and its robustness.
- The life cycle costs.
- The firm's past performance with the CCCCC

- (i) **Quotation Submission and Deadline:**

- a. The following documents should be submitted duly signed by the Bidder's authorized representative
- Section 2: The Form of Quotation
 - Section 3: Bidder Information Form
 - Section 4: Prices & Schedules for Supply
 - Section 5: Technical Specifications

Submission procedure is detailed at paragraph (q).

- b. In addition, all Bidders must submit:
- pictures and brochures for items quoted;
 - a copy of their Certification of Registration and VAT / GST Certificate, if relevant

- (j) **Quote Validity:** Bidders' Quotations shall be valid for a period of **Forty-five [45] calendar days** from the deadline for submission, that is until **Thursday, 10 September 2026**.

- (k) **Failure to Honour Quote:** If a Bidder withdraws its Quotation during the validity period and/or refuses to accept the award of a Contract when and if awarded, then the Bidder will be excluded from Bidding (either as a prime or sub-supplier) on any of the CCCCC's solicitations for a period of **twelve (12) months**.

- (l) **Contract Award:** The CCCCC will award the contract to the bidder whose quotation has been determined to be substantially responsive to this Request for Quotation and who has offered the lowest evaluated price and is technically responsive. The evaluation will be done for **individual items**. The contract will be governed by the terms and conditions of the attached form of contract, or a purchase order, where applicable.

- (m) **Notification of Award:** The Bidder whose Quotation has been accepted will be notified of the award of a Contract through the Letter of Acceptance issued by the CCCCC.

- (n) **Cost of Quotations:** Bidders shall bear all costs associated with the preparation and submission of their Quotations, and the CCCCC will in no case be responsible or liable for those costs. The CCCCC reserves the right to reject any or all quotations and to annul this process at any time prior to the award without thereby incurring any liability.
- (o) **Debriefing:** Unsuccessful Bidders may request the Project Procurement Officer to provide a debriefing. Such Bidders can learn why their quotations were unsuccessful and the name of the successful Bidder.
- (p) **The CCCCC's electronic-procurement system shall be used to manage the submission, withdrawal, substitution, or modification of Bids.**

Bidders must first register by creating a Username, profile and password before accessing the bid submission form at the URL: <https://caribbeanclimate.bonfirehub.com/>.

1. Prior to Bid Submission, Bidders will be required to complete the Bid submission form with fields that include:
 - ii. Name of Bidder (Company):
 - iii. Contract Reference:
 - iv. Contract Title:
 - v. Name and Email address of uploader
2. An automatic receipt time stamped email will be sent to the uploader's email account as a receipt and proof of submission.
3. Each submission will be given a confirmation number.

(q) Submissions of Bids.

- i) Bids should be addressed to Colin Young (PhD), Executive Director, Caribbean Community Climate Change Centre.
- ii) Bids must be uploaded as PDF files to <https://caribbeanclimate.bonfirehub.com/>.
- iii) All requests for Clarification must be submitted electronically to <https://caribbeanclimate.bonfirehub.com/> through the Vendor Discussions section under the Request for Quotation – “**Supply and Delivery of IT Equipment**”.
- iv) Requests for clarification should be received by the CCCCC no later than: **Monday, 3 August 2026**. Bidders are advised that the responses to requests for clarification will be posted by **Wednesday, 5 August 2026** on the CCCCC's webpage at: <https://caribbeanclimate.bonfirehub.com/>.

The deadline for submission of bids is **on or before 2:00 p.m. (GMT-6),
Monday, 10 August 2026.**

The Caribbean Community Climate Change Centre (CCCCC) reserves the right to reject any or all bids and to annul the process at any time prior to the contract signature, without thereby incurring any liability.

SECTION 2 - FORM OF QUOTATION

[Bidder letterhead]

FORM OF QUOTATION

[Date]

To: **Caribbean Community Climate Change Centre**

3rd Floor, David L McKoy Business Centre

Bliss Parade, Belmopan City, BELIZE

We confirm that we are an eligible Bidder (as defined in RFQ Section 1) and we offer to execute the contract for the supply of _____ (state Lots) in accordance with the Conditions of Contract accompanying this Quotation for the Contract Price of _____ (amount in words and numbers) (_____) (name of currency)_____.

This Contract Price is firm and fixed and not subject to adjustment during the Contract performance.

We propose to complete the delivery of Goods within a period of [insert number] days from the date of signature of the Contract or Purchase Order.

We hereby confirm that this Quotation is valid until [insert date].

This Quotation and the CCCCC's written acceptance will constitute a binding Contract between us. We understand that the CCCCC is not bound to accept the lowest or any Quotation it receives.

We hereby confirm that this Quotation complies with the requirements of the Request for Quotation documents.

Authorized Signature:	
Name and Title of Signatory:	
Name of Bidder:	
Address:	
Phone Number:	
Email address:	

SECTION 3 – Bidder Information Form

Bidder Information Sheet

Date: _____

[Insert Contract Title and Number]

1. Bidder's Legal Name:
2. Bidder's Company name:
3. Bidder's Company Registration certificate: (<i>Attach Articles of Incorporation or Registration of company</i>)
4. Bidder's Authorized Representative Information Name: Address: Telephone # Mobile # Email Address: Company Website:
5. Bidder nationality:
6. Company Profile: Approximately One (1) page, annexed to Bidder Information Sheet
7. Historic information on contracts: of a similar nature and value. (Please include contact information for persons who received the supply and include more space as necessary. _____ _____ _____ _____ _____

Caribbean Community Climate Change Centre

CCCCC Anti Money Laundering Information Form 2 (Legal Entity)

Legal Classification of Business ☐ Private Limited Company ☐ Partnership ☐ Registered Business ☐ Consultant ☐ Other: _____		
Registered Name of Legal Entity		
Registered Office Address:		
List of Directors/Beneficial Owners of Legal Entity: 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____		
Mailing/Residential Address of Directors/Beneficial Owners of Legal Entity Please insert address to correspond with the name listed at each number above. 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____		
Company/Business Registration Number:		
Primary Business Activity:		
Nature of Business Transaction:		
Office Number:	Cell Phone Number:	Fax Number:
E-mail Address:		Website URL:

Certified copies of the following documents have been submitted in support of the information herein (Check all that apply) ☐ Certificate of Incorporation/letters of Association ☐ Partnership Deed ☐ Business Registration ☐ Other: _____	
Name of Authorized Representative	Title
Residential address of Authorized Representative (if not listed above)	Phone number
Authority to sign:	☐ Certified Board Resolution ☐ Power of Attorney ☐ Other: _____
Authorized Signature	Date:

SECTION 4 - PRICES AND SCHEDULES FOR SUPPLY

Terms and Conditions of Supply¹

Contract Title: Supply and Delivery of IT Equipment

Purchaser: **Caribbean Community Climate Change Centre**

Contract Ref: **Contract #93/2026/GCF/DOM/CCCCC**

Item No	Description of Goods	Quantity	Unit Price²	Total Price at final destination (includes all taxes, VAT, customs, duties, inland transportation and insurance)	Delivery Date
1					
2					
3					
4					
5					

¹ Please fill in for all items quoted

² In case of discrepancy between unit price and total derived from unit price, the unit price shall prevail.

SECTION 5 - TECHNICAL SPECIFICATIONS (REQUIRED AND OFFERED)

IT EQUIPMENT

#	Item	Quantity	Minimum Specifications Required	Specifications of Goods offered (to be completed by the Bidder)
1.	Laptops (A)	3	- Type: High Performance class - Processor: 13 Gen Intel Core i9 or Intel Core Ultra 7 (or similar) - Operating System: Microsoft Windows 11 Pro, x64 (English) - Memory (RAM): 32 GB RAM - Storage: 1 TB Solid State Drive (SSD) or larger - Video/Graphics: Discrete graphics processor capable of 8K resolution (NVidia RTX 4080, 8 GB GDDR6 or similar) - Screen: 14" OLED touch screen - Ports: USB-A (x1), USB-C (x3) with at least 2 full-featured USB-C Ports, MicroSD Card Reader, HDMI - Sound: Integrated stereo speakers - Webcam: Integrated(1080p); slide shutter - Network: Built-in high speed ethernet port, Wi-Fi (2.4 and 5 GHz compatible), Bluetooth - Peripherals: a. Laptop Backpack • Fits 14"-15" laptops • Colour: Black • Closure zipper • Water Resistant, durable material b. HDMI Cable (6') • Standard version - Warranty: 5-year Warranty - Add on Features: To be specified by Supplier/Bidder	

2.	Laptops (B)	8	- Type: Midrange Business Class - Processor: 13 Gen Intel Core i9 (or similar) - Operating System: Microsoft Windows 11 Pro, x64 (English) - Memory (RAM): 16 GB RAM - Storage: 1TB Solid State Drive (SSD) or larger. - Video/Graphics: Integrated graphics processor capable of 4K resolution (Intel Arc graphics or similar) - Screen: 14" OLED touch screen - Ports: USB-A (x1), USB-C (x3) with at least 2 being full-featured USB-C Ports, MicroSD Card Reader, HDMI - Sound: Integrated stereo speakers - Webcam: Integrated (1080p); slide shutter - Network: Built-in high speed ethernet port, Wi-Fi (2.4 and 5 GHz compatible), Bluetooth - Peripherals: a. Laptop Backpack • Fits 14"-15" laptops • Colour: Black • Closure zipper • Water Resistant, durable material b. HDMI Cable (6') • Standard Version - Warranty: 5-year Warranty - Add on Features: To be specified by Supplier/ Bidder	
3.	Monitors (A)	3	- Size: 27 Inch - Resolution: 2560 x 1440 or higher - Panel Type: LED, FHD, or IPS - Weight: 5-15 pounds - Connectivity: HDMI and DP - Movement: Height Adjust, Vertical and Horizontal Pivot, Tilt - Compatibility: Compatible with laptop (A)	

			- Warranty: 3-year Warranty - Add on Features: To be specified by Supplier/ Bidder	
4.	Monitors (B)	14	- Size: 24 Inch - Resolution: 1920 x 1080 or higher - Panel Type: LED, FHD or IPS - Weight: 5-10 pounds - Connectivity: HDMI and DP - Movement: Height Adjust, Vertical and Horizontal Pivot, Tilt - Compatibility: Compatible with Laptop (B) - Warranty: 3-year Warranty - Add on Features: To be specified by Supplier/ Bidder	
5.	Docking Stations	15	- Docking: USB-C - Interface: HDMI, DP, USB-A and USB-C, Ethernet - Resolution: 4K resolution (dual Display) - System: Windows 10, Windows 11 Pro - Network: Gigabit Ethernet - Power: 130+ watts - Compatibility: Compatible with Laptop (A) and Laptop (B) - Add on Features: To be specified by Supplier/ Bidder	
6.	Keyboard and Mouse combo	16	- Keyboard type: Wireless - Receiver: USB or Bluetooth - Keyboard layout: US English - Mouse type: Wireless - Movement: Optical - Power: Battery or built-in rechargeable - Compatibility: Compatible with Laptop (A) and Laptop (B) - Add on Features: To be specified by Supplier/ Bidder	
7.	Headsets	18	- Type: Wireless (Bluetooth)	

			- Design: On Ear with adjustable mic boom - Range: 50 to 100 feet - Power: Built-in rechargeable - Charging: USB-C - Noise: Noise Cancellation (input/output) - Compatibility: Compatible with Laptop (A) and Laptop (B) - Add on Features: To be specified by Supplier/ Bidder	
8.	External Hard Drives	5	- Capacity: 4 TB or higher - Interface: USB 3.0 or higher - Type: SDD - Compatibility: Windows 7/8/10/11, MAC OS X 10.6-10.102 - Power Source: USB Port - Warranty: 1 year warranty - Add on Features: To be specified by Supplier/ Bidder	
9.	All-in -One Printer	2	- Printer Type: Resolution 600 x 1200 dpi, print speed 20 ppm mono Letter-size, 18 ppm colour letter-size, One-sided and two-sided printing - Duty Cycle: 5000 pages - Paper size: Letter, Legal, business cards, photo, envelope, - Scanner Type: ADF (Automatic Document Feeder)/ Manual Feed and Flatbed, Duplex Scanning Speed: Simplex: 60 ppm (200/300 dpi) Color/Grayscale/Monochrome: Duplex.120 ppm (200/300dpi) - Optical Resolution: 1200 dpi Output Resolution (Color/ Grayscale/ Monochrome): 50 to 600 dpi (adjustable by 1 dpi increments), 1,200 dpi (driver) - Output Format: Color: 24-bit, Grayscale: 8-bit, Monochrome: 1-bit - Formatting: JPEG, PDF, TIFF	

			- Copy Type: ADF and Flatbed; Duplex and Simplex. Copy resolution 600 dpi - Connectivity: WIFI, Ethernet, Bluetooth, USB, Mobile printing capable - Supported Operating System: Windows 11 Pro, Windows 10 (19), Windows 8.1, Windows 7 - Memory: 512MB - Warranty: 3-year warranty - Add on Features: To be specified by Supplier/ Bidder	
10.	Portable Scanner	3	- Type: Sheet-Fed - Compatibility: Windows 11 Pro, Windows 10 (19), Windows 8.1, Windows 7, MAC OS, Android - Scan Speed: 12 ppm greyscale; 9 ppm colour - Paper size: Letter size, business cards, plastic cards, receipts, legal documents - Formatting: PDF, JPEG - Weight: 2.5 pounds or less - Connectivity: WIFI, Bluetooth - Power: USB-A or USB-C; integrated battery for mobile scanning desirable - Warranty: 1-year warranty - Add on Features: To be specified by Supplier/ Bidder	
11.	Portable Projector	2	- Type: FHD LED Projector - Compatibility: Windows 11 Pro, MAC OS, Android, Chrome, Google - Screen Size: Adjust 30'-120', Auto Focus, Geometric correction - Resolution: 1920 x 1080 - Audio: Built-in Speakers - Weight: 5 pounds or less - Connectivity: WIFI 2.4G, Bluetooth, USB-C, Mini-HDMI, HDMI - Power: Cord/Cordless with build in Battery	

			- Peripherals a. Portable Projector Screen • Screen area-at least 50” diagonal • White Matte Fabric viewing surface or other durable material • Fold-out metal tripod legs with roll-up screen • Metal Screen Housing - Add on Features: To be specified by Supplier/ Bidder	
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SECTION 6 – Form of Contract



**CARIBBEAN COMMUNITY
CLIMATE CHANGE CENTRE**

Building Resilience. Securing Our Future.

DONOR

GREEN CLIMATE FUND (GCF)

PROJECT NAME

**DOMINICA COMMUNITY RESILIENCE ENHANCEMENT PROJECT
(DOMCREP)**

NAME OF CONTRACT

SUPPLY AND DELIVERY OF IT EQUIPMENT

CONTRACT #93/2026/GCF/DOM/CCCCC

DATE: JULY 2026

Contract #93/2026/GCF/DOM/CCCCC

THIS CONTRACT is made between the **Caribbean Community Climate Change Centre** having its principal place of business at **3rd Floor, David L. McKoy Business Centre, Bliss Parade, Belmopan City, Belize** (hereinafter referred to as “the CCCCC”) acting hereinafter and represented by Colin Young, PhD, Executive Director on the one Part, and _____, having its principal place of business at _____ (hereinafter referred to as “the Supplier”) acting hereinafter and represented by _____ on the other Part.

Individually referred to as “the Party” and collectively as “the Parties”.

WHEREAS the CCCCC has received financing from the **Green Climate Fund (GCF)** for the implementation of the project **Dominica Community Resilience Enhancement Project (DOMCREP)**.

AND WHEREAS, in pursuance of its objectives the CCCCC wishes to utilize a portion of the funds towards the Contract **Supply and Delivery of IT Equipment**. (hereinafter referred to as “the Goods”);

AND WHEREAS, the supplier was selected by the CCCCC through a competitive tender process and has represented that it is willing and able to supply the Goods on the terms and conditions hereinafter contained and in accordance with its offer dated **[Insert Date]**, which is annexed hereto as Schedule I.

NOW THEREFORE, the parties hereby agree as follows:

1. SCOPE OF SUPPLY

The Supplier agrees to supply the items as described, and in accordance with the quantities (“the Goods”) as set out in the schedules annexed hereto.

Schedule I (*Suppliers Form of Quotation*)

Schedule II (*Prices and Schedules of Supply*)

Schedule III (*Suppliers Technical Specification*),

Schedule IV (*Warranty*) annexed hereto.

These Schedules form an integral part of this Contract.

2. CONSIDERATION

2.1 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 _____ **United States Currency (USD)**;

2.2 This Contract Price includes delivery by the Supplier, *on the basis of DAP* to **Dominica**.

3. COMMENCEMENT AND DURATION

3.1 The date this Contract is signed by the last party will be deemed the Effective Date. This Contract will expire by the performance of both Parties in accordance with its terms, including the **specified warranty period** on the Goods effective from date of acceptance by the CCCCC.

3.2 The Goods are to be delivered by within **[indicate duration]** from the Effective Date of this Contract.

4. PAYMENTS

a. Payments shall be made as follows:
[Choose option or combination of options]

Option 1: Full Payment

(a) The Supplier shall be paid 100% of the Contract Price upon delivery and acceptance of the Goods by the CCCCC and submission of an invoice in the same amount.

Option 2: Partial payment on delivery

(a) The supplier shall submit invoices for the delivered goods. Payment of the invoice shall be made by the Center on receipt and acceptance of the Goods.

Option 3: Advance and balance payment

- (a) The Supplier shall be paid an advance payment of up to 50% of the contract price valued at USD upon presentation of an original Advance Payment Bond and submission of an invoice for the same.
- (b) The final ...% of the Contract Price valued at USD... will be paid to the Supplier upon acceptance of the Goods and submission of an invoice in the same amount.

Option 4: On shipment

- (a) The Supplier shall be paid% valued at USD.....upon submission of the following documents where applicable:
- Description of Goods
 - Negotiable bill of lading
 - Airway bill
 - Road consignee note
 - Insurance certificate
 - Manufacturers or supplier's warranty certificate/statement
 - Supplier's factory shipping details

Balance payments of

- To include as necessary
- Payment on inspection and commissioning

- Placement and Practical completion
- Handover

5. DEFECTS ON OR AFTER DELIVERY

5.1 The Supplier shall be responsible for making good with all possible speed any defect in or any damage to any portion of the Goods which may appear or occur under proper use during a period stipulated in Schedule IV (*Warranty*) after the Goods have been delivered to the CCCCC and which arises either:

- (i) from defective materials, workmanship or design, or
- (ii) from any act or omission of the Supplier done or omitted during the said period.

5.2 If any such defect or damage is not remedied within a reasonable time, the CCCCC may proceed to remedy the defect at the Supplier's risk and expense.

5.3 Should any of the Goods fail to conform to the Specifications, the CCCCC may reject the Goods, and the Supplier shall either replace the rejected Goods or make alterations necessary to meet specification requirements free of cost to the CCCCC.

6. LIQUIDATED DAMAGES

If the Supplier fails to deliver any or all of the Goods by the Date(s) of delivery within the period specified in the Contract, the CCCCC may without prejudice to all its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to two percent (2%) of the delivered price of the delayed Goods or unperformed Services for each week or part thereof of the delay until actual delivery or performance, up to a maximum deduction of ten percent (10%). Once the maximum is reached, the CCCCC may terminate the Contract.

7. WARRANTY

The Supplier warrants that the Goods supplied under the Contract are new, unused, of the most recent or current models and that they incorporate all recent improvements in design and materials unless provided otherwise in the Contract. The Supplier further warrants that all Goods supplied under this Contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the CCCCC's specifications). This warranty shall remain valid, as per Schedule II after the Goods have been delivered to and accepted at the final destination indicated in the Contract.

8. INDEMNITY

The Supplier agrees to indemnify the CCCCC against any loss, damage or claims arising against the CCCCC as a result of the actions of the Supplier, his/her/its employees or subcontractors engaged by the Supplier under the Contract.

9. THE SUPPLIER WARRANTS THAT IT WILL:

- a) Take all appropriate measures to prohibit and prevent actual, attempted and threatened sexual exploitation, abuse and harassment (SEAH) by its employees or any other persons engaged and controlled by it to perform activities under this Agreement (“other personnel”). For the purpose of this Agreement, SEAH shall include:
 - 1. Exchanging any money, goods, services, preferential treatment, job opportunities or other advantages for sexual favours or activities, including humiliating or degrading treatment of a sexual nature; abusing a position of vulnerability, differential power or trust for sexual purposes; and physical intrusion of a sexual nature whether by force or under unequal or coercive conditions.
 - 2. Engaging in sexual activity with a person under the age of 18 (“child”), except if the child is legally married to the concerned employee or other personnel and is over the age of majority or consent both in the child’s country of citizenship and in the country of citizenship of the concerned employee or other personnel.
- b) Strongly discourage its employees or other personnel from having sexual relationships with beneficiaries under the assigned project.
- c) Report timely to CCCCC any allegations or suspicions of SEAH, and investigate and take appropriate corrective measures, including imposing disciplinary measures on the person who has committed SEAH.
- d) Ensure that the SEAH provisions are included in all subcontracts if permissible under the Agreement.
- e) Adhere to the above commitments at all times. Failure to comply with clauses (a) to (d) shall constitute grounds for immediate termination of this Agreement.

10. TERMINATION

10.1 Termination for Default

- a) The CCCCC, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Supplier, may terminate the Contract in whole or in part:
 - (i) if the Supplier fails to deliver any or all the Goods within the period specified in the Contract, or within any extension thereof granted;
 - (ii) if the Supplier fails to perform any other obligation under the Contract; or
 - (iii) if the Supplier, in the judgment of the CCCCC has engaged in fraud and corruption, as defined in Clause 10 below, in competing for or in executing the Contract.
- b) In the event the CCCCC terminates the Contract in whole or in part, the CCCCC may procure, upon such terms and in such manner as it deems appropriate, Goods like those undelivered. The Supplier shall be liable to the CCCCC for the full refund of any Advance Payment or any additional costs for such similar Goods.

10.2 Termination for Insolvency

The CCCCC may at any time terminate the Contract by giving notice to the Supplier if the Supplier becomes bankrupt or otherwise insolvent. In such event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue after that to the CCCCC.

10.3 Termination for Force Majeure

The Supplier shall not be liable for liquidated damages, or termination for default if and to the extent that its delay in performance or another failure to perform its obligations under the Contract is the result of an event of Force Majeure. For purposes of this Clause, “Force Majeure” means an event or situation beyond the control of the Supplier that is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of the Supplier. Such events may include, but not be limited to wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

If a Force Majeure situation arises, the Supplier shall promptly notify the CCCCC in writing of such condition and the cause thereof. Unless otherwise directed by the CCCCC in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practicable and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

11. PROHIBITED PRACTISE

- 11.1** The CCCCC’s Procurement Principles and Procurement Code of Conduct will apply to this Contract. The Supplier shall comply with the applicable aspects including the CCCCC’s zero tolerance for fraud and corruption. If the CCCCC determines that the Supplier and/or any of its personnel, agents or sub-suppliers, has engaged in corrupt, fraudulent, collusive, coercive or obstructive practices, in competing for, or in executing, the Contract, then the CCCCC may, after giving 14 calendar days’ notice to the Supplier, terminate the Contract, and the provisions of Clause 9 shall apply as if such termination had been made under Sub-Clause 9.1. Also, the CCCCC may suspend dealings with the Supplier [both as a prime or sub supplier] for future Contracts for a prescribed period.

12. APPLICABLE LAW

- 12.1** The Contract shall be governed and construed in accordance with the Laws of Belize.
- 12.2** All disputes between the parties as to the validity, execution, performance, interpretation or termination of this Contract shall be submitted to Arbitration in accordance with the Laws of Belize.
- 12.3** All Schedules attached to this Contract are incorporated herein and shall be part of this Contract.

- 12.4** Except as otherwise provided herein, neither party may assign this Contract or any of its rights, interests or obligations hereunder without the prior written consent of the other party.

13. ALTERATIONS

- 13.1** All additions, amendments and variations to this Contract shall be binding only if in writing and signed by the duly authorised representatives both of the CCCCC and the Supplier.
- 13.2** This Contract supersedes any previous Contract or arrangements between the Parties in respect of the Services (whether oral or written) and represents the entire understanding between the Parties in relation thereto.
- 13.3** Notwithstanding the date of this Contract, it shall have effect as if it had been executed upon the actual commencement of the services by the Supplier.

14. INSURANCE

The Supplier will be responsible for taking out any appropriate insurance coverage. The Goods supplied under the Contract shall be fully insured against loss or damage incidental to transportation to the name place of destination.

15. ENTIRE AGREEMENT

This Contract and the Annexes attached hereto constitute the entire agreement between the Parties and supersede all previous negotiations, understandings and agreements, verbal or written with respect to any matters referred to in this Contract except as specifically set out in this Contract. The Annexes hereto form an integral part of this Contract and are incorporated by reference herein.

16. COUNTERPARTS

This Agreement may be executed in any number of counterparts, each of which shall be deemed to be an original and all of which taken together shall constitute one agreement. To evidence the fact that it has executed this Agreement, a party may send a copy of its executed counterpart to the other party by electronic transmission and the signature transmitted by such transmission shall be deemed to be that party's original signature for all purposes.

IN WITNESS WHEREOF, this Contract has been signed on behalf of the **Caribbean Community Climate Change Centre** and _____ by their respective duly authorized representatives.

FOR THE CCCCC:

FOR THE SUPPLIER

.....
COLIN YOUNG PhD
EXECUTIVE DIRECTOR
CARIBBEAN COMMUNITY
CLIMATE CHANGE CENTRE

.....

Witness: _____

Witness: _____

Date: _____

Date: _____

Schedule I (*Suppliers Form of Quotation*)
Schedule II (*Prices and Schedules of Supply*)
Schedule III (*Suppliers Technical Specification*),
Schedule IV (*Warranty*)

SECTION 7 – Letter of Acceptance

 CARIBBEAN COMMUNITY CLIMATE CHANGE CENTRE Building Resilience. Securing Our Future.	Caribbean Community Climate Change Centre (CCCCC) 3rd Floor, David L. McKoy Business Center Bliss Parade, PO Box 563 City of Belmopan, Belize Tel: +(501)822-1104/1094 www.caribbeanclimate.org
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Date: _____

To: _____ [*Name and address of the Supplier*]

Dear Sir or Madam,

This is to notify you that your Quotation dated _____ for the supply of [*description of Goods, name and number of the Contract*] for the Contract Price of [*currency*] _____ [*amount in words and figures*], delivered to _____ [*insert destination/country*] by _____ [*insert delivery date or delivery time from the Effective Date*] complying with the CCCCC's Request for Quotation, has been accepted by the CCCCC.

You are requested to sign the attached Contract form / Purchase Order and commence the supply of the Goods to ensure the delivery of the Goods within the period specified in the Contract.

For and on behalf of the CCCCC:

Authorized Signature: _____

Name of Signatory: _____

Title: _____