



Caribbean Community Secretariat  
P.O. Box 10827  
Turkeyen  
Greater Georgetown

Your Ref:

Our Ref: IR-IIS-2021-951

## REQUEST FOR INFORMATION

### **PROJECT TITLE: Supply of Uninterruptible Power Supplies (UPS) Batteries to the Caribbean Community Secretariat**

#### **1.0 Description**

1.1 The Caribbean Community Secretariat, based in Georgetown Guyana, as part of a programme to replace 60 UPS batteries, is seeking information on whether eligible and qualified suppliers can source and deliver UPS batteries to satisfy the technical and performance specifications in a timely manner, to the Caribbean Community Secretariat in Georgetown Guyana. The result of this exercise would be used to inform the subsequent tender process that will be launched for the procurement of the UPS batteries. The following is the Community Secretariat's capacity and capability requirements:

- Supply of sixty (60) Uninterruptible Power Supplies (UPS);
- Evidence of manufacturer's warranty of at least 1 year;
- Information on the Warranty Claim Procedure;
- Indicative performance period (i.e. period to source and deliver the UPS batteries to Georgetown, Guyana)
- Estimated cost, Insurance and Freight to for delivery to port Georgetown, Guyana.

1.2 **THIS IS A REQUEST FOR INFORMATION (RFI) ONLY.** This RFI is issued solely for information and planning purposes – it does not constitute a Request for Proposal (RFP) or a promise to issue an RFP in the future. This request for information does not commit the **CARICOM Secretariat** to contract for any or service whatsoever. Further, the CARICOM Secretariat is not at this time seeking proposals and will not accept unsolicited proposals. Responders are advised that the CARICOM Secretariat will not pay for any information or administrative costs incurred, in any, in response to this RFI; any costs

associated with responding to this RFI will be solely at the expense of interested parties. Not responding to this RFI does not preclude participation in any future RFP, if any is issued.

## 2.0 Background of Project

The Caribbean Community Secretariat, through a grant from the Government of India, acquired Uninterruptible Power Supplies (UPS), Batteries to support its information technology (IT) infrastructure.

The UPS batteries are used to maintain continuous uninterrupted power supply if the main power supply to the building becomes uncertain. These systems are also supported by a Diesel fueled 750 KVA Generator but provides interim power supply during the switch over from the main power supply to generator power supply.

The UPS Batteries have since exhausted their useful life and have to be urgently replaced.

### 2.1 Methodology Proposed (to be utilized when the actual Invitation to Tender is issued):

- i. Launch the tender with an appropriate deadline for submission of bids.
- ii. Review and evaluate bids in order to identify the technically responsive bid, with the almost competitive price.
- iii. Award of a contract to the successful bidder and begin the process for customs clearance of the UPS batteries in Georgetown, Guyana.
- iv. Supply, delivery, testing and acceptance of UPS Batteries.

### 2.2 UPS Battery Specification

The specifications below are for the UPS Batteries, inclusive of the Ring Terminal Specifications used by the Community's Secretariat.

#### BPE UPS Battery Specification

Description	Values
Nominal Voltage	12V
Capacity	150Ah
Length	Not exceeding 485mm (19.09 inches)

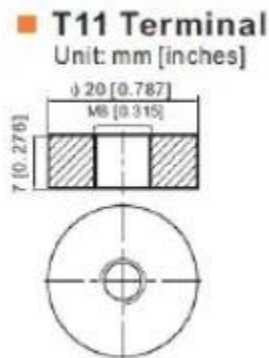
Height (w/terminal)	Not exceeding 241.3mm (9.5 inches)
Width	Not exceeding 179mm (7.0 inches)
Design Life	7 to 10 Years
Terminal Type	T11
Battery Type	Valve regulated lead-acid (VRLA) battery - gel cell
Battery Age	Less than 6 Months
Manufacture Warranty	3 Years minimum
Quantity	60 Batteries

**Other Information to be Provided by Supplier:**

- Indication that the supplier is an authorized distributor for the batteries being sold.
- Delivery time estimate.
- Battery certification information.
- Warranty Claim Procedure.

**NOTE TO SUPPLIERS:**

Ring Terminal specifications used by the CARICOM Secretariat.



Suppliers may write to [procurement.tenders@caricom.org](mailto:procurement.tenders@caricom.org) for any additional information required before responding to the Request for Information.

**2.3 Proposed Period of Implementation**

- It is estimated that a period of six (6) months will be used from the launch of the tender to the clearance and receipt of the UPS Batteries.
- The contract implementation period should be no more than three (3) months from the time of the award of the contract to the receipt of the UPS batteries by the Community's Secretariat in Georgetown Guyana.

### **3.0 Responses to Request For Information**

3.1 Interested parties are requested to respond to this RFI with a white paper clearly outlining their company information and their ability to supply the UPS Batteries according to the specifications outlined in 2.2 and as per description set out in 1.0.

3.2 White papers in Microsoft Word for Office 2000 compatible format are **due no later than, 13 September 2021 at 16:00hrs**. Responses should be limited to 10 pages and submitted via e-mail only to [procurement.tenders@caricom.org](mailto:procurement.tenders@caricom.org). Please be advised that all submissions become the property of the **CARICOM Secretariat** and will not be returned.

3.3. Section 1 of the white paper shall provide administrative information, and shall include the following as a minimum:

3.3.1. Company Profile, mailing address, delivery address (if different from mailing address), phone number, fax number, and e-mail of designated point of contact.

3.3.2. Experience in supplying similar products.

#### **3.3.3 Comments of the proposed assignment**

- i. Provide comments on the proposed activities and product specifications. Where appropriate, provide recommendations on the appropriateness and sufficiency of proposed specifications outlined in **Section 2.2**
- ii. Provide an indicative cost estimate for supplying and shipping of the UPS Batteries to the Community's Secretariat in Georgetown, Guyana.
- iii. Comment on the appropriateness of the proposed duration/timeline for the duration of the contract award and delivery times. (**See Section 2.3**)
- iv. Other relevant comments or recommendations for consideration

### **4.0 Questions**

CARICOM Secretariat representatives will not meet with potential offerors. Questions regarding this RFI shall be submitted in writing by e-mail to the Programme Manager, Procurement, and should be emailed to: [procurement.tenders@caricom.org](mailto:procurement.tenders@caricom.org). Verbal questions will NOT be accepted. Questions will be answered by returned e-mail.

## 5.0 Summary

THIS IS A REQUEST FOR INFORMATION (RFI) ONLY to identify sources that **Supply of Uninterruptible Power Supplies (UPS) Batteries to the Caribbean Community Secretariat**. The information provided in the RFI is subject to change and is not binding on the CARICOM Secretariat. The CARICOM Secretariat has not made a commitment to procure any of the products discussed, and release of this RFI should not be construed as such a commitment or as authorization to incur cost for which reimbursement would be required or sought. All submissions become CARICOM Secretariat and will not be returned.

**\*\*\* END \*\*\***