

## INVITATION TO TENDER

### Photocopying and Printing Services

**Job Number: TTMSKN20260119**

**Procuring Entity**

Taiwan Technical Mission in St. Kitts and Nevis

**Contact Person of Procuring Entity**

Ms. Ivy Shih

Mobile: 668-0927

Email: c.h.shih@icdf.org.tw

Mr. Roy Y. H. Lo

Office: 662-8460

Email: tm.saintkitts.nevis@icdf.org.tw

**Subject of Procurement**

The procurement includes the provision of photocopying and printing services, including the following items:

- Color printing
- Pull-up Banner
- Poster

**Tenderer Qualifications**

- Legally registered printing/photocopying service
- Must demonstrate capacity to produce high-quality outputs
- Must ensure confidentiality of all printed materials
- Must be capable of timely production

*Tenderers must meet all the above requirements to be considered eligible*

**Payment Schedule**

Payments shall be made on an advance payment basis, subject to actual service delivery and the submission of relevant financial documentation, in three installments over the contract period ending on 31 August 2027. Payments will generally be processed every six (6) months in accordance with the following schedule:

- **First installment:** 30%
- **Second installment:** 30%
- **Final installment:** 40%

The payment timeline may be adjusted based on actual project expenditure. If the allocated funds for a given six-month period are fully utilized before the end of that period, the corresponding installment may be processed earlier upon submission of the required financial documentation.

Conversely, if the funds are not fully utilized within the six-month period, the installment may be deferred until the related expenditures have been incurred and properly documented.

All payments shall be made within the contract duration.

### **Tender Pricing**

Vendors must complete the pricing table below.

**Table: Volume Discount Prices** *(The amount will be calculated on a cumulative basis over the contract period.)*

Quantity Range	Amount	Unit Price (EC\$)
A4, color printing, double sides	24,000 pages	
A5, color printing, single side	3,000 pages	
Poster (A2, waterproof paper or canvas)	120 sheets	
Poster	120 sheets	
Pull-up Banner	Each	

### **Service Quality Requirements**

- Clear, legible, high-quality printing
- Correct alignment and trimming
- Professional folding for brochures
- Confidential handling of all materials

### **Required Submission Documents**

- Valid business registration certificate
- Service history or references (i.e. past business registration certificate)
- Completed pricing tables

### **Evaluation of Tenders**

Tenders will be evaluated based on the following criteria, in no particular order: Price competitiveness, material quality, delivery timeline, confidentiality measures, and overall supplier reliability.

### **Submission Guidelines**

1. Submissions must be delivered in sealed envelopes or emailed to:  
Taiwan Technical Mission  
Attn: Ms. Ivy Shih  
Email: c.h.shih@icdf.org.tw  
Address: Wellington Road, Needsmust, Basseterre, St. Kitts  
Mobile: 668-0927
2. Prices must be quoted in **EC\$**. Late submissions will not be considered.
3. Deadline for Submission: **12:00 PM, January 24<sup>th</sup>, 2026**. Late submissions will not be accepted.

**Disclaimer**

The Taiwan Technical Mission reserves the right to:

- Accept or reject any or all tenders without assigning reasons.
- Negotiate with one or more tenderers.
- Waive minor discrepancies or errors in submitted tenders.

All decisions by the Taiwan Technical Mission are final

**Tender Opening Session**

Date: January 26, 2026

Time: 8:30 AM

Venue: Taiwan Technical Mission Office