



INVITATION TO TENDER

Photocopying and Printing Services-Second Extension

Job Number: TTMSKN202512

Procuring Entity

Taiwan Technical Mission in St. Kitts and Nevis

Contact Person of Procuring Entity

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Subject of Procurement

The procurement includes the provision of photocopying and printing services, including but not limited to the following items regularly required by the Mission:

- Black & white printing and photocopying
- Color printing and photocopying
- Tri- Fold educational Brochures
- Large-format posters (A1, A2)
- Any additional printing needs required during contract period

Tenderer Qualifications

- Legally registered printing/photocopying service provider for at least 3 years
- No major breach of contract in the past three (3) years
- 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

Contract Duration

Until the end of August 2027, or until the contract ceiling of USD 20,000 is reached, whichever comes first.

Payment Schedule

The total contract amount will be disbursed in three installments over the two-year contract period. Payments will generally be made every six (6) months according to 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 tables below.

Table 1: Standard Printing Prices

Item	Unit	Price (EC\$)
Black & White printing (A4, double-side)	per sheet	
Color printing (A4, double-side)	per sheet	
Color printing (A5, single-side)	per sheet	
Tri-fold Brochure (4/4, 8.5 X 11.0 on 80# White Gloss Text, Trim, Pre-Press: Prep, Proof Folded to 8.5 x 3.66)	per brochure	
Poster (A2, acceptable materials include waterproof paper or canvas)	per sheet	
Poster (A1, acceptable materials include waterproof paper or canvas)	per sheet	

Table 2: Volume Discount Prices

Quantity Range	Unit	Price (EC\$)
A4 black & white printing	500 sheets or more	
	1,000 sheets or more	
A4 color printing	500 sheets or more	
	1,000 sheets or more	
A5 color printing	500 sheets or more	
	1,000 sheets or more	
Tri-fold Brochure (double-	500 brochures	

side color printing, 4/4, 8.5 X 11.0 on 80# White Gloss Text, Trim, Pre-Press: Prep, Proof Folded to 8.5 x 3.66)	1,000 brochures or more	
	2,000 sheets or more	

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
- Service workflow description

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: **5:00 PM, December 22th, 2025**. 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: Dec 23, 2025

Time: 8:30 AM

Venue: Taiwan Technical Mission Office