



THE VIRGIN ISLANDS DEPARTMENT OF EDUCATION  
PROCUREMENT DEPARTMENT

Date: \_\_\_\_\_

**INVITATION FOR BID (IFB)**

The \_\_\_\_\_ on behalf of its \_\_\_\_\_  
submits this *Invitation for Bid* for the purchase of \_\_\_\_\_.  
The requested goods and associated quantities are described in the table below.

Ref	Qty	Description
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**Terms and Conditions**

1. Bid proposals are due within seven (7) business days upon issuance of this IFB.
2. Bid responses must include all shipping costs directly to the identified address indicated below.
3. The selected vendor shall be responsible for all shipping and handling costs, including but not limited to brokerage fees. All deliveries shall be made delivered duties paid (DDP).

**St. Thomas**

Virgin Islands Department of Education  
Attn: Procurement Warehouse  
1834 Kongens Gade  
St. Thomas, U. S. Virgin Islands 00802

**St. Croix**

Virgin Islands Department of Education  
Attn: Procurement Warehouse  
2133 Hospital Street  
St. Croix, U. S. Virgin Islands, 00820

4. Respond \$0.00 or "No bid" if unable to provide a specific line item.
5. If a particular brand is identified, vendor may provide pricing for similar or like-kind product with identical technical requirements described in *Attachment A: Technological Specification* (if applicable) enclosed in this IFB.
6. Items should be delivered within forty-five (45) days upon receipt of a Purchase Order. All Purchase orders **not fulfilled** within forty-five days will be subject to cancellation.
7. Prospective bidders **must** accept Government Purchase Orders as prepayment in part or whole is not allowed.

\_\_\_\_\_ is the preferred contact for this solicitation and can be reached at  
\_\_\_\_\_.