



**Specific Procurement Notice
Request for Bid
Split Air Conditioning Units
(Supply, Installation, Testing and commissioning of A/C Units)**

Purchaser: Grenada Postal Corporation

Contract Title: The Supply, Installation, Testing and Commissioning of Split Air Conditioning Units

Country: Grenada

Transaction Number: GPC-01

Issued on: June 13, 2025

1. The Grenada Postal Corporation (GPC) is in the process of relocating its offices to Phoenix Building (under renovation), located on the Carenage, St. George's. This initiative forms part of GPC's commitment to provide a comfortable, productive and safe environment for employees and customers.
2. The GPC as the implementing agency for this project now invites sealed Bids from qualified Bidders for the supply, installation, testing and commissioning of Split Air Conditioning Units to be installed at the Phoenix Building, located on the Carenage, St. George's, Grenada
3. Bidding will be conducted through the open competitive procurement process using Request for Bids (RFB) and is open to all eligible Bidders.
4. Eligible Bidders may obtain further information from the **Project Manager** and request a copy of the bidding document during office hours 8:30- a.m. to 4:00 p.m. at the email address given below.
5. Qualified Bidders are required to conduct a site visit to carry out an assessment of the building before submitting a bid. The site visit will be facilitated during the week of **June 16th**.
6. The bidding document, in English Language, will be sent via email upon request.
7. Bids must be delivered to the address below by **July 09, 2025, on or before 2:00 p.m.** Electronic submission of Bids **will** be permitted. Late Bids will be rejected. Bids will be publicly opened via Teams in the presence of the Bidders designated representatives and anyone who chooses to participate. A Teams link will be sent to all bidders on the day of opening.
8. All Bids must be accompanied by a **Bid-Securing Declaration**.

9. Specification requirements, Evaluation Criteria and all other relevant information will provided in the Request for Bid Document upon request.

10. GPC reserves the right to reject any or all bids prior to contract signature and to accept the bid evaluated as the Most Economically Advantageous Responsive bid in the best interest of the GPC.

9. The address referred to in (4) above is:

Project Manager

Grenada Postal Corporation

Tel: (473) 440-8448 Email: grenadapost@grenadapost.net