



# **VENDOR INFORMATION PACK**

## **Who are we?**

The UK-SVG Friendship Trust was registered on 3rd August 2020 in the United Kingdom to pursue various charitable objectives. Our overriding objective is to promote and provide for the advancement of education, youth, community and sustainable development, health and well-being, sports and culture in Saint Vincent and the Grenadines.

Working with our partners, friends and the Vincentian community living in the United Kingdom and across the globe, we strive to provide for the general relief and prevention of poverty across marginalised communities.

Notwithstanding the above, we also exist to amplify opportunities for serving and former members of the UK Armed Forces from Saint Vincent and the Grenadines building on our diasporic linkages.

Our funds are fully utilised in accordance with our charitable aims. The Trust does not provide any form of remuneration including allowances to staff, directors or trustees.

The Chairman of Trustees is H.E. Cenio Lewis.

## **What is the SVG La Soufriere Volcano Recovery Assistance Programme?**

The UK-SVG Friendship Trust has partnered with the SVG High Commission and other partners to spearhead efforts to mobilise the Vincentian diaspora and wider UK society to respond to the active threat to lives and livelihoods since the explosive eruption of the La Soufriere volcano on 9th April 2021.

Since then, we have accepted support from over 6000 donors on our official GoFundMe page to raise much needed funds to ensure that our friends and families in Saint Vincent and the Grenadines receive critical support.

As we continue to monitor developments on the ground, the Trust is mindful that the road to recovery will be a long one. Therefore, we are actively working on a short, medium and long term plan to remain responsive to the changing needs of the communities.

Public donations to the the SVG La Soufriere Volcano Recovery Assistance Programme (SVG-RAP) can be tracked using the following link: <https://gofund.me/22eb0f71>

## **What is in the Programme for you?**

As part of our funding principle, we follow government guidance that it is preferable for purchases to be made locally. This ensures that critical supplies reach beneficiaries in a timely manner while also boosting the local economy which has been doubly affected with reduced demand caused by the ongoing coronavirus pandemic.

We are seeking to work with local businesses particularly small wholesalers and other enterprises to purchase goods that will be distributed to our partner organisations in St Vincent and the Grenadines.

If this is you, we welcome your participation in our programme!

## **How does it work?**

1. The Trust issues a purchase order to you, the vendor. An invoice is raised which is sent to [info@uksvgfriends.org](mailto:info@uksvgfriends.org).
2. On approval of invoice, goods ordered are delivered to a partner community organisation/individual who signs a delivery note confirming receipt and quantity. **Provide photo evidence of goods.**

3. Our local representative Mr Darrien Ollivierre confirms delivery with community organisation/individual, endorses a copy of your invoice.
4. Present your invoice to the St. Vincent and the Grenadines Cooperative Bank for payment who will settle all legitimate invoices on the Trust's behalf.
5. This process will on average take 7-10 business days for you to receive payment.

### **How can I participate?**

1. Email the Trust at [info@uksvgfriends.org](mailto:info@uksvgfriends.org) with your price list for any of the goods on our master list that you wish to provide.
2. The Trust will contact you when it wishes to place an order by email.
3. Our local representative Mr Darrien Ollivierre will follow up with you to arrange the specific details of the order and to answer any queries.

## Master List

By Type	Description
Dignity Products	Sanitary napkins Wipes Toothbrushes Adult pampers Children pampers Toddlers and baby pampers Adult Under Wears (Assorted S/M/L/XL/XXL/XXL) Wash Cloth Combs Hand Sanitizer Masks Deodorants (Assorted) Bath Soaps Toilet Papers Bath Towels Children Under Wears (Assorted sizes) Plastic Hygiene Bags Small hand mirrors Creams Disinfectants Detergent Clorox Bleach Hand wash liquid Dish washing liquid
Personal Protective Equipment	Cloth Masks Goggles Face Shield Mosquito Nets Mosquito Zapper Head Nets Gown Gloves Mosquito repellents
Food Hampers	Canned Tuna Sardines Vienna Sausage Crackers Corn Flakes/Other cereal products Biscuits/candy/sweets Water Corn Beef Peanut Butter/Jam Noodles/Pasta/Macaroni Rice

	Sugar Flour Juices- assorted Teas Powder Milk
Psycho-social Support	Reading Books Cross word puzzles White boards Sports Balls Crayons Scissors Coloring books Various balls for sports
Other (Various)	Fresh produce including meats and vegetables Canned vegetables Vegetable oil Cooking butter Sheets Pillows Bowls Glasses Cups Flashlights Batteries First Aid Kits Asthma inhalers Television Braille dominoes/cards Blood glucose testing kit Stoves & gas cylinders Refrigerators

**\*\*This is not an exhaustive or exclusive list and needs may change from time to time. We will notify you if there are any substantive changes.**

### **What do you need to do now?**

1. Email [info@uksvgfriends.org](mailto:info@uksvgfriends.org) to tell us that you are interested and we will help you on the next step of our partnership.