**SERVICE CONTRACT NOTICE**

**DEVELOPMENT OF CSME PUBLIC EDUCATION PRODUCTS**

**Location: Caribbean Region —** The principal beneficiaries are the Member States of the Caribbean Community (CARICOM)- Antigua and Barbuda, The Bahamas, Barbados, Belize, Dominica, Grenada, Guyana, Haiti, Jamaica, Montserrat, Saint Lucia, St. Kitts and Nevis, St. Vincent and the Grenadines, Suriname and Trinidad and Tobago.

**1. Publication reference**

**10th EDF/CSME/R** 1.5.1/SER/15.16

**2. Procedure**

Restricted

**3. Programme**

10th EDF

**4. Financing**

Financing agreement

**5. Contracting Authority**

Caribbean Community (Caricom), Turkeyen, Greater Georgetown, GUYANA.

**CONTRACT SPECIFICATION**

**6. Nature of contract**

Global Price

**7. Contract description**

The purpose of this contract is to increase the understanding of nationals of the Caribbean Community of the CSME processes, including the harmonized, regulatory and administrative systems that would enable them as beneficiaries of the CSME to access their rights and thus the use of the various CSME arrangements that have been established for the free movement of skills, services, goods and capital and the right of establishment. The project will utilize the services of a Consultant to develop products and messages resonating with target audiences to increase ownership of the integration process through stake holder buy in. The Consultancy will also facilitate the implementation of recommendations emanating from 9th EDF awareness studies focusing on Rural Communities and Labour Stakeholders, and build on results achieved under the several donor-supported initiatives undertaken by the CARICOM Secretariat in the area of CSME public education.

The following are the expected results:

* **CSME Interventions for the Secondary Schools:** A body of messages and interventions for first to third form Secondary Schools that increase, interest, encourage identification of career and skills development;
* **CSME PEP Impact Assessment:** An impact assessment on the CSME Public Education Programme (PEP);
* **Engagements on the CARICOM Complaints Procedure:** A series of stakeholder engagements in the Member States of CARICOM;
* **Printed Booklet on Free Movement:** Update and print at least 50, 000 copies of the booklet;
* **Development of Animation on the CSME for 5-11 year olds:** Development and supply of animation video series;
* **Screening and printing of Geography and History *Les Briefs* and Manuals for Suriname Junior High Schools:** 130 Junior high schools targeted;
* **Implementation of TV and radio Media Campaign;**
* **Messages for Private Sector and Rural Communities:** A body of messages and interventions for the private sector and rural communities as it relates to appreciating and utilizing the CSME arrangements;
* **Procurement of CSME Memorabilia:** CSME branded memorabilia with messages resonating with stakeholders.

**8. Number and titles of lots**

One lot only

1. **Maximum budget**

**€386,162.00**

**10. Scope for additional services**

The Contracting Authority may, at its own discretion, extend the project in duration and/or scope subject to the availability of funding up to a maximum not exceeding the lenght and value of the initial contract . Any extension of the contract would be subject to satisfactory performance by the Contractor.

**CONDITIONS OF PARTICIPATION**

**11. Eligibility**

Participation in tendering is open on equal terms to natural and legal persons (participating either individually or in a grouping (consortium) of tenderers which are established in a Member State of the European Union, ACP States or in a country or territory authorised by the ACP\_EC Partnership Agreement under which the contract is financed (see also item 29 below). Participation is also open to international organisations.

**12. Candidature**

All eligible natural and legal persons (as per item 11 above) or groupings of such persons (consortia) may apply.

A consortium may be a permanent, legally-established grouping or a grouping which has been constituted informally for a specific tender procedure. All members of a consortium (i.e., the leader and all other members) are jointly and severally liable to the Contracting Authority.

The participation of an ineligible natural or legal person (as per item 11) will result in the automatic exclusion of that person. In particular, if that ineligible person belongs to a consortium, the whole consortium will be excluded.

**13. Number of applications**

No more than one application can be submitted by a natural or legal person whatever the form of participation (as an individual legal entity or as leader or member of a consortium submitting an application). In the event that a natural or legal person submits more than one application, all applications in which that person has participated will be excluded.

**14. Shortlist alliances prohibited**

Any tenders received from tenderers comprising firms other than those mentioned in the short-listed application forms will be excluded from this restricted tender procedure unless prior approval from the Contracting Authority has been obtained . Short-listed candidates may not form alliances or subcontract to each other for the contract in question.

**15. Grounds for exclusion**

1. As part of the tender, tenderers must submit a signed declaration, included in the tender form, to the effect that they are not in any of the following exclusion situations:
2. they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations:
3. they have been convicted of an offence concerning their professional conduct by a judgment which has the force of res judicata;
4. they have been guilty of grave professional misconduct proven by any means which the Beneficiary can justify;
5. they have not fulfilled obligations relating to the payment of sociality contributions or the payment of taxes in accordance with the legal provisions of the country of the Beneficiary or those of the country where the contract was performed;
6. they have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in criminal organization or any illegal activity detrimental to the Communities’ financial interest;
7. they are currently subject to any of the following administrative penalties:
   * candidates, tenderers and applicants, who have made false declarations, made substantial errors, committed irregularities or fraud may be excluded from participation in all procurement and call for proposal procedures that are being implemented by the Contracting financed for a maximum of five years from the date on which the infringement is established, following an adversarial procedure with the contractor or beneficiary. That period may be extended to 10 years in the event of a repeated offence within five years of that date.
   * tenderers, candidates or applicants who have made false declarations, or who have committed substantial errors, or irregularities, or fraud, may also be subject to financial penalties representing 2 % to 10 % of the total estimated value of the contract being awarded. The percentage shall be decided in accordance with the principle of proportionality. Where the award procedure proves to have been subject to substantial errors, irregularities or fraud, the Contracting Authority must suspend the procedure and may take whatever measures are necessary, including cancellation. Where, after the award of the contract, the award procedure or the performance of the contract proves to have been subject to substantial errors, irregularities or fraud, the Contracting Authority may, depending on the stage reached in the procedure, refrain from concluding the contract or suspend performance of the contract or, where appropriate, terminate the contract. Where such errors, irregularities or fraud are attributable to the contractor or beneficiary, the Contracting Authority may also refuse to make payments, may recover amounts already paid or may terminate all the contracts concluded with this contractor or beneficiary, in proportion to the seriousness of the errors, irregularities or fraud.

**16. Sub-contracting**

Subcontracting is allowed

**17. Number of candidates to be short-listed**

On the basis of the applications received, between 4-8 candidates will be invited to submit detailed tenders for this contract. If the number of eligible candidates meeting the selection criteria is less than the minimum of 4, the Contracting Authority may invite the candidates who satisfy the criteria to submit a tender.

**PROVISIONAL TIMETABLE**

**18. Provisional date of invitation to tender**

5 October, 2015

**19. Provisional commencement date of the contract**

11 January, 2016

**20. Initial period of implementation of tasks**

6 months

**SELECTION AND AWARD CRITERIA**

**21. Selection criteria**

The following selection criteria will be applied to candidates. In the case of applications submitted by a consortium, these selection criteria will be applied to the consortium as a whole:

**1) Economic and financial capacity of candidate (**based on item 3 of the application form). In case of candidate being a public body, equivalent information should be provided.

1. the average annual turnover of the candidate must exceed the annualised maximum budget of the contract(i.e., the maximum budget stated in the procurement notice divided by the initial contract duration in years, where this exceed 1 year); and
2. Net current assets must be positive for the current and previous year.

**2)** **Professional capacity of candidate** (based on items 4 and 5 of the application form)

Criteria for legal and natural persons:

1. At least two staff currently work for the candidate in fields related to this contract.
2. They have prior satisfactory practical experience in the fields related to this contract

**3) Technical capacity of candidate** (based on items 5 and 6 of the application form)

Criteria for legal and natural persons:

1. the candidate has provided services under at least three contracts each with a budget of at least that of this contract such as **the Development of Public Education Products**, which were implemented at any moment during the following period: 3 years from the submission deadline, i.e. **21 September, 2015**.

Previous experience which would have led to breach of contract and termination by a Contracting Authority shall not be used as reference. This is also applicable concerning the previous experience of experts required under a fee-based service contract.

An economic operator may, where appropriate and for a particular contract, rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. It must in that case prove to the Contracting Authority that it will have at its disposal the resources necessary for performance of the contract, for example by producing an undertaking on the part of those entities to place those resources at its disposal. Such entities, for instance the parent company of the economic operator, must respect the same rules of eligibility and notably that of nationality, as the economic operator.

If more than 8 eligible candidates meet the above selection criteria, the relative strengths and weaknesses of the applications of these candidates must be reexamined to identify the eight best candidates. The only factors which will be taken into consideration during this re-examination are:

1) the highest number of projects in criteria 3.1

2) the project with the highest value in criteria 3.1

3) preference will be given to experience in Caribbean region

**22. Award criteria**

Best value for money.

**APPLICATION**

**23. Deadline for receipt of applications**

1600 hrs Guyana time on **21 September, 2015.**

Any application received after this deadline will not be considered.

**24. Application format and details to be provided**

**Applications must be submitted using the standard application form**, the format and instructions of which must be strictly observed. The application form is available from the following Internet address: <http://www.caricom.org/jsp/secretariat/procurement.jsp?menu=secretariat>

Any additional documentation (brochure, letter, etc) sent with an application will not be taken into consideration.

**25. How applications may be submitted**

Applications must be submitted in English exclusively to the Contracting Authority in a sealed envelope:

1. **EITHER** by **recorded delivery** (official postal service) to :

**Carol Corbin**

**Programme Manager, Administrative Services**

**CARICOM Secretariat**

**Turkeyen, Greater Georgetown**

**Guyana**

1. **OR** **hand delivered** (including courier services) **directly** to the Contracting Authority in return for a **signed and dated receipt** to:

**Carol Corbin**

**Programme Manager, Administrative Services**

**CARICOM Secretariat**

**Turkeyen, Greater Georgetown**

**Guyana**

**Telephone: 592-222-0104**

The **Contract title** and the **Publication reference** (see item 1 above) must be clearly marked on the envelope containing the application and must always be mentioned in all subsequent correspondence with the Contracting Authority.

**Applications submitted by any other means will not be considered.**

**26. Alteration or withdrawal of applications**

Candidates may alter or withdraw their applications by written notification prior to the deadline for submission of applications. No application may be altered after this deadline.

Any such notification of alteration or withdrawal shall be prepared and submitted in accordance with Item 25. The outer envelope (and the relevant inner envelope if used) must be marked 'Alteration' or 'Withdrawal' as appropriate.

**27. Operational language**

All written communications for this tender procedure and contract must be in: English.

**28. Date of publication of prior information notice**

16/10/2013

**29. Legal basis**

ACP-EC Partnership Agreement signed at Cotonou on 23/06/2000 as amended

**30. Additional information**

The opening hours of the Contracting Authority is 0830 hrs to 1640 hrs Guyana time.