



REQUEST FOR EXPRESSIONS OF INTEREST (REOI)

Contract title: Consultancy to Conduct a Review of Commodities Ineligible for Conditional Duty Exemption

The Caribbean Community (CARICOM) intends to award a service contract to a legal entity/consortium for the *Consultancy to Conduct a Review of Commodities Ineligible for Conditional Duty Exemption*.

Purpose

The purpose of this exercise is to review the effectiveness of the Conditional Duty Exemptions Regime as a policy pillar to the Common External Tariff in determining the application of effective regional trade policy.

Outputs and Results to be achieved by the Consultant:

- Revised Parts I and Part II of the List of Commodities Ineligible for Conditional Duty Exemption;
- Visits to Member States to assess regional production capacity;
- A Draft Report which includes the factual information relating to the goods currently being produced in CARICOM;
- A Final Report for COTED's consideration containing information, analyses, conclusions and recommendations required to strengthen the CSME regime for trade in goods;
- A reformed and improved Community Single Market trade policy instrument that is effective and more responsive to production and changed market conditions occasioned by the process of intra-Regional and global trade liberalisation.

Expressions of Interest must be received no later than 16:00 hours on **Tuesday, 12 May 2025** , and must be submitted by e-mail to: procurement@caricom.org and selwin.grenion@caricom.org .

The CARICOM Secretariat reserves the right to reject all applications or to cancel the present invitation partially or in its entirety. It will not be bound to assign any reason for not short-listing any applicant and will not defray any costs incurred by any applicant in the preparation and submission of Expression of Interest.

Attention:
Programme Manager, Procurement
CARICOM Secretariat
Turkeyen, Greater Georgetown
Guyana

procurement@caricom.org and selwin.grenion@caricom.org

EOIs must be submitted using the template below.

EXPRESSION OF INTEREST (EOI)

Contract title: Consultancy to Conduct a Review of Commodities Ineligible for Conditional Duty Exemption

1 SUBMITTED by (i.e. the identity of the Candidate)

	Name(s) of legal entity or entities making this EOI	Nationality¹
Leader²		
Member		
Etc ...		

2 CONTACT PERSON (for this EOI)

Name	
Organisation	
Address	
Telephone	
Fax	
e-mail	

3 AREAS OF SPECIALISATION

Please fill in the table below to indicate any areas of specialist knowledge related to this contract for each legal entity making this EOI. State the type of area of specialisation as the row heading and use the name of the legal entity as the column headings. Indicate the areas of specialist knowledge each legal entity has by placing a tick (✓) in the box corresponding to the specialisation in which it has significant experience. **Maximum 10 specialisations.**

	Leader	Member 2	Member 3	Etc ...
Relevant specialisation 1				
Relevant specialisation 2				
Etc ... ³				

4 EXPERIENCE

Please fill in the table below to summarise the main projects related to this contract carried out over the past 5 years by the legal entity or entities making this EOI. The number of references to be provided must not exceed 15 for the entire EOI.

Ref no (maximum 15)	Project title							
Name of legal entity	Country	Overall contract value [insert currency] ⁴	Proportion carried out by legal entity (%)	No of staff provided	Name of client	Origin of funding	Dates (start/end) ⁵	Name of consortium members, if any
...
Detailed description of project						Type and scope of services provided		
...						...		

5 STATEMENT

I, the undersigned, the authorised signatory of the above Consultant (for consortiums, this includes all consortium members), hereby declare that we have examined the REOI referred to above. If our EOI is short-listed, we fully intend to submit a tender to provide the services requested in the tender documents.

We are fully aware that, for consortia, the composition of the consortium cannot be changed in the course of the tender procedure, unless the CARICOM Secretariat has given its prior approval in writing. We are also aware that the consortium members have joint and several liability towards the CARICOM Secretariat concerning participation in the above tender procedure and any contract awarded to us as a result of it.

Signed on behalf of the Consultant

Name	
Signature	
Date	

¹ Country in which the legal entity is registered.

² Add / delete additional lines for consortium members as appropriate. **Note** that a subcontractor is not considered to be a consortium member for the purposes of this EOI form. Subsequently, data on subcontractors must not appear in the data related to the economic, financial and professional capacity. If this EOI is submitted by an individual legal entity, the name of that legal entity should be entered as 'Leader' (and all other lines should be deleted). Any change in the identity of the Leader and/or any consortium members between the deadline for receipt of EOIs indicated in the REOI and the award of the contract is not permitted without the prior written consent of the CARICOM Secretariat.

³ Add / delete additional lines and/or rows as appropriate. If this EOI is submitted by an individual legal entity, the name of the legal entity should be entered as 'Leader' (and all other columns should be deleted).

⁴ The effect of inflation will not be taken into account.

⁵ If the reference contract is only partially completed, please quote the percentage and value which has been completed.