

Contract Notice

Contract Title: Provision of Group Health and Group Life Insurance Plan to the CARICOM Secretariat and Regional Institutions

1. Contract reference no.

CCS/INSURANCE/R2/2022-GR

2. Procedure

Open Tendering

3. Source of Funding

Caribbean Community (CARICOM) and Regional Institutions

4. Contracting Authority

Caribbean Community (CARICOM) and Regional Institutions

CONDITIONS OF PARTICIPATION

5. Eligibility

Participation is open to all legal entities participating either individually or in a grouping (consortium) of tenderers of any nationality. Participation is also open to international organisations.

6. Candidature

All eligible legal entities (as per clause 5 above) or groupings (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 CARICOM Secretariat.

7. Number of Proposals

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

8. Sub-contracting

Sub-contracting is not allowed

PROVISIONAL TIMETABLE

9. Provisional commencement date of the contract

June 2023

10. Initial period of implementation of tasks

Twelve (12) months

SELECTION AND AWARD CRITERIA

11. Selection criteria

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

1) Financial capacity of candidate Criteria for legal persons:

1.1 Current ratio (current assets/current liabilities) in the last year for which accounts have been closed must be at least 1. In case of a consortium this criterion must be fulfilled by each member.

2) Professional capacity of candidate (based on items 4 of the tender form) Criteria for legal persons:

2.1 has successfully completed at least one project in the subject matter of this contract, evidenced by a certificate of successful completion.

2.2 at least three staff currently work for the tenderer in fields related to this contract.

12. Award criteria

Best value for money.

SUBMISSION OF PROPOSALS

13. Deadline for receipt of tenders 12 April 2023 at 16:00 hrs (Guyana time)

Any tender received after this deadline will not be considered.

14. How tenders may be submitted

Proposals must be submitted in English exclusively, using the means specified in section 4 of the instructions to tenderers.

Proposals submitted by any other means will not be considered.

15. Alteration or withdrawal of proposals

Consultants may alter or withdraw their proposal by written notification prior to the deadline for submission of proposals. No proposal may be altered after this deadline.

Any such notification of alteration or withdrawal shall be prepared and submitted in accordance with Item 14.

16. Operational language

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

17. Additional information

The opening hours of the CARICOM Secretariat are 08:30 hrs to 16:30 hrs Guyana time.