

REQUEST FOR EXPRESSION OF INTEREST (REOI)

Contract Title:

Consultancy for the Conduct of an ICT Sector Gap analysis in CARICOM and Development of Digital Cooperation and Digital Agenda Frameworks for Member States and Associate States of CARICOM

- 1. Contract reference no.**
EU/SFCICP/RICT4D/2022JB
 - 2. Procedure**
Open Tendering
 - 3. Source of Funding**
11TH EDF - Financing Agreement FED/2018/040-087
 - 4. Contracting Authority**
Caribbean Community (CARICOM)
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CONTRACT SPECIFICATION

5. Contract description

The project requires a consultancy to undertake a comprehensive review and diagnosis of the state of the digital economy in the Member States and Associated States of CARICOM and to prepare a digital agenda and cooperation framework for accelerating the development of the digital economy in the region. The work will require engagements with a wide cross section of stakeholders across the Community to obtain data, information and perspectives on digital adoption and transformation in addition to desk research. These engagements may be undertaken through mission visits to countries or facilitated through the internet. The outputs of the consultancy will be validated at two regional workshops involving specialists and representatives of Member States in the ICT field. The consultancy will be supported by staff of the CARICOM Secretariat and the CARICOM ICT Cluster. They will contribute to the consultations and regional workshops.

6. Number and titles of lots

One (1) lot only

7. Maximum budget

USD 183,400

8. Scope for additional services

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

CONDITIONS OF PARTICIPATION

9. Eligibility

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

10. Candidature

All eligible natural and legal persons (as per clause 9 above) or groupings of such persons (consortia) may apply.

A consortium may be a permanent, legally-established grouping or a grouping that 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.

11. Number of EOIs

No more than one (1) Expression of Interest (EOI) may 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 EOI). In the event that a natural or legal person submits more than one EOI, all EOIs in which that person has participated will be excluded.

12. Shortlist alliances prohibited

Any tenders received from tenderers comprising firms other than those mentioned in the short-listed EOI will be excluded from this Open Tender procedure unless prior approval from the CARICOM Secretariat has been obtained. Short-listed consultants may not form alliances or subcontract to each other for the contract in question.

13. Grounds for exclusion

As part of the EOI, consultants must submit a signed declaration, included in the standard EOI form, to the effect that they are not in any of the exclusion situations listed in Clause 13 of Module 2 of the CARICOM Secretariat's Guidelines and Procedures Manual (GPM) available at: <https://caricom.org/wp-content/uploads/GPM-23-Oct-20-1.pdf>



14. Sub-contracting

Subcontracting is Not allowed.

15. Number of consultants to be short-listed

On the basis of the EOIs received, between 4-6 consultants will be invited to submit detailed tenders for this contract. If the number of eligible consultants meeting the selection criteria is less than the minimum of 3, the CARICOM Secretariat may invite the consultants who satisfy the criteria to submit a tender.

PROVISIONAL TIMETABLE

16. Provisional date of invitation to tender

18 July 2022

17. Provisional commencement date of the contract

6 September 2022

18. Initial period of implementation of tasks

Eighteen (18) months

SELECTION AND AWARD CRITERIA

19. Selection criteria

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

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

Criteria for legal persons: -

- i. the average annual turnover of the candidate must be at least equal to the annualized 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 exceeds 1 year); and
- ii. Net current assets must be positive for the current and previous year.

Criteria for natural persons:

- i. the available financial resources of the candidate must be at least equal

to 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 exceeds 1 year); and

- ii. the financial situation of the candidate should not be in deficit, taking into account debts, at the beginning and end of the year.

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

Criterion for legal and natural persons:

- i. at least four (4) staff currently work for the candidate in fields related to this contract;
- ii. has professional experience in subject matters related to this contract, such as ICT Sector Gap Analysis or any other related fields.

3. **Practical capacity of candidate** (based on items 5 and 6 of the EOI form)

Criteria for legal and natural persons:

- i. The candidate has provided services under at least one (1) contract of a similar nature, with a budget equal to 75% of the annualized maximum budget of this contract (i.e., the maximum budget stated in the procurement notice divided by the initial contract duration in years, where this exceeds 1 year), within the past five (5) years from the submission deadline as specified in this tender.
- ii. Documentary evidence of successful completion of at least one (1) of the contract described in 3 (i) above.

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

A consultant 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 CARICOM Secretariat that it will have at its disposal the resources necessary for the 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 consultant, must respect the same rules of eligibility, as the consultant.

If more than 6 eligible consultants meet the above selection criteria, the relative

strengths and weaknesses of the EOIs of these consultants must be re-examined to identify the six best consultants. The only factors which will be taken into consideration during this re-examination are:

- a. the highest number of projects in criterion 3 (i)
- b. the project with the highest value in criterion 3 (i)
- c. Preference will be given to experience in the Caribbean region

20. Award criteria

Best value for money.

SUBMISSION OF EXPRESSIONS OF INTEREST (EOIs)

21. Deadline for receipt of EOIs

27 June 2022 on or before 16:30hrs (Guyana)

Any EOI received after this deadline will not be considered.

22. EOI format and details to be provided

EOIs must be submitted using the format of a standard template, which is available at the following Internet address: <https://caricom.org/procurement-notice/>

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

23. How EOIs may be submitted

EOIs must be submitted in English exclusively via email in a password protected pdf file to procurement.tenders@caricom.org

EOIs submitted by any other means will not be considered.

24. Alteration or withdrawal of EOIs

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

Any such notification of alteration or withdrawal shall be prepared and submitted in accordance with Item 23. The outer envelope (and the relevant inner envelope if used) must be marked 'Alteration' or 'Withdrawal' as appropriate.

25. Operational language

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



CARICOM



26. Data Protection and Privacy

Any personal data requested is done on the authority of the CARICOM Secretariat, who for the purposes of this EOI is the contracting authority. If processing your reply to the EOI involves transfer of personal data (such as names, contact details and CVs) to the Secretariat, they will be processed solely for the purposes of the monitoring of the procurement procedure and of the implementation of the contract by the Secretariat and to comply with its obligations under its Data Protection and Privacy Rules. The intended recipients of any such data shall be staff of the Secretariat involved in the procurement procedure and contract implementation. Any personal data that is required under this EOI is compulsory and any failure to provide same may lead to rejection of the EOI. Any person whose personal data is under the control of the Secretariat pursuant to this EOI shall have the right to access, modify, correct or delete its data in accordance with the Secretariat's Data Protection and Privacy Rules available at <https://caricom.org/wp-content/uploads/CCS-Data-Protection-and-Privacy-Rules-GC.pdf>. For the part of any personal data transferred by to the Secretariat pursuant to this tender, the controller for the processing of personal data carried out within the Secretariat is: -

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27. Additional information

The opening hours of the CARICOM Secretariat are 08:30 hrs to 16:30 hrs Monday to Friday.