

## REQUEST FOR EXPRESSION OF INTEREST (REOI)

**Contract Title:** Consultancy to Provide Internal Audit Services to the CARICOM Development Fund (CDF) and the Caribbean Disaster Emergency Management Agency (CDEMA)

1. **Contract reference no.**  
CCS/CON/CDF-CDEMA/2022
2. **Procedure**  
Restricted Tendering
3. **Source of Funding**  
CDF and CDEMA
4. **Contracting Authority**  
Caribbean Community

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### CONTRACT SPECIFICATION

5. **Contract description**

To identify an appropriately qualified and experienced IAC who will be a good fit for CDF and CDEMA to effectively plan and execute internal audit assignments in accordance with the Institute of Internal Audit (IIA) standards, guidance and ethics. Also, to ensure that internal audit assignments are designed and executed to add value and improve the operations of the Institutions; and are executed effectively as planned and in accordance with applicable laws and regulations.

The purpose(s) of this Contract is/are to establish:

  - That the consultant produces accurately the deliverables as outlined in the TOR in a timely manner and in accordance with the contract terms and conditions.
6. **Number and titles of lots**  
One (1) Lot only
7. **Maximum budget**  
US\$45,000
8. **Scope for additional services**  
No additional services are required

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## 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 3-6 consultants will be invited to submit detailed tenders for this contract. If the number of eligible consultants meeting the selection criteria are less than the minimum of 3, the CARICOM Secretariat may invite the consultants who satisfy the criteria to submit a tender.

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## PROVISIONAL TIMETABLE

16. **Provisional date of invitation to tender**  
8 July 2022
  17. **Provisional commencement date of the contract**  
8 August 2022
  18. **Initial period of implementation of tasks**  
Three (3) Years
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## SELECTION AND AWARD CRITERIA

19. **Selection criteria**

The following selection criteria will be applied to consultants. In the case of a tender 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 tender form). In case of a candidate being a public body, equivalent information should be provided.

Criteria for natural persons (the following are examples)

- a) the available financial resources of the tenderer must exceed the annualised maximum budget of the contract and
- b) the financial situation of the tenderer should not be in deficit, taken into account debts, at the beginning and end of year.

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

Criteria for natural persons: (the following are examples)

- a) Natural Persons – Candidate must have certificates in fields related to this contract.

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

Criteria for natural persons:

- a) The candidate has provided services under at least one contract, with a budget of at least 50% this contract, in fields related to this contract, which were implemented at any moment during the 5 years before the submission deadline.

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.

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## **SUBMISSION OF EXPRESSIONS OF INTEREST (EOIs)**

21. **Deadline for receipt of EOIs**

30 June 2022 at 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, to the CARICOM Secretariat via email in a password protected pdf file to

[procurement.tenders@caricom.org](mailto:procurement.tenders@caricom.org)

The **Contract title** and the **Contract reference number** (see item 1 above) must be clearly marked on the envelope containing the EOI and must always be mentioned in all subsequent correspondence with the CARICOM Secretariat.

**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.

25. **Operational language**

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

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: -

**Mr. Chester James**  
**Programme Manager, Procurement**  
**Caribbean Community (CARICOM),**  
**Turkeyen, Greater Georgetown Guyana**  
**Tel: + (592) 222 – 0104**

27. **Additional information**

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