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## SUPPLY CONTRACT NOTICE

**Contract title: Support the Establishment and Operationalization of the Caribbean Court of Justice**

**Location –** Trinidad and Tobago

**1. Contract reference no.**

11<sup>th</sup> EDF/CARIF/CCAT/433-111

**2. Procedure**

Open tendering

**3. Programme title**

Support to the Caribbean Court of Justice

**4. Financing**

11<sup>th</sup> EDF Support to the Caribbean Court of Justice - Procurement Component

FED/2022/433-111

**5. Contracting Authority**

The Caribbean Community (CARICOM)

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## CONTRACT SPECIFICATIONS

**6. Description of the contract**

Supply, Deliver and Installation of Equipment and Fixtures for the Caribbean Court of Justice

**7. Number and titles of lots**

One Lot Only

Lot Title

Support the Establishment and Operationalization of the Caribbean Court of Justice

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## TERMS OF PARTICIPATION

### 8. Eligibility and rules of origin

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. All supplies under this contract may originate from any country.

### 9. Grounds for exclusion

Tenderers must submit a signed declaration, included in the Tender Form for a Supply Contract, to the effect that they are not in any of the situations listed in point 17 of Module 3 of the GPM.

### 10. Number of tenders

Tenderers may submit only one tender per lot. Tenders for parts of a lot will not be considered. Any tenderer may state in its tender that it would offer a discount in the event that its tender is accepted for more than one lot. Tenderers may/may not submit a tender for a variant solution in addition to their tender for the supplies required in the tender document.

### 11. Tender guarantee

A tender guarantee of USD 1,500 is required.

### 12. Performance guarantee

The successful tenderer will be asked to provide a performance guarantee of 5% of the amount of the contract at the signing of the contract. This guarantee must be provided together with the return of the countersigned contract no later than 30 days after the tenderer receives the contract signed by the CARICOM Secretariat. If the selected tenderer fails to provide such a guarantee within this period, the contract will be void and a new contract may be drawn up and sent to the tenderer which has submitted the next cheapest compliant tender.]

### 13. Information meeting and/or site visit

A site visit is planned for **3 May 2024 at 3:00 p.m. (Trinidad and Tobago time)**. Prospective tenderers desirous of attending the site visit are required to inform the Contracting Authority via email ([procurement@caricom.org](mailto:procurement@caricom.org) and [selwin.grenion@caricom.org](mailto:selwin.grenion@caricom.org)), by submitting the name of the company and the name of the person(s) that would be attending the site visit. The information must be submitted at least 24 hours before the scheduled date for the site visit. Failing to comply with this instruction may prevent persons from attending the site visit.

### 14. Tender validity

Tenders must remain valid for a period of 90 days after the deadline for submission of tenders.

## 15. Period of implementation of tasks

Five months

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## SELECTION AND AWARD CRITERIA

### 16. Selection criteria

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

- 1) Economic and financial capacity of tenderer (based on item 3 of the Tender Form for a Supply Contract). In case of tenderer being a public body, equivalent information should be provided.

Legal and Natural persons:

- (a) The average annual turnover of the tenderer must be at least 70% of the annualised maximum budget of the contract; and
- (b) Current ratio (current assets/current liabilities) should equal to or greater than 1.

- 2) Professional capacity of tenderer (based on items 4 and 5 of the Tender Form for a Supply Contract)

Legal and Natural persons:

- (a) at least five staff currently work for the tenderer in fields related to this contract.
- (b) has successfully completed at least one project in the subject matter of this contract, evidenced by a certificate of successful completion, such as a letter from a client or evidence of final payment on a contract

- 3) Technical capacity of tenderer (based on items 5 and 6 of the Tender Form for a Supply Contract)

Legal and Natural persons:

- (a) the tenderer has worked successfully on at least one project with a budget of at least 70% that of this contract in the past seven years.

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. Some examples of when it may *not* be considered appropriate by the CARICOM Secretariat are when the tenderer relies in majority on the capacities of other entities or when they rely on key criteria. If the tenderer relies on other entities it must prove to the CARICOM Secretariat 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, as the economic operator. Furthermore, the data for this third entity for the relevant selection criterion should be included in the tender in a separate document. Proof of the capacity will also have to be furnished when requested by the CARICOM Secretariat.

## 17. Award criteria

Price

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## TENDERING

### 18. How to obtain the tender documents

The tender documents are available through invitation by email. Tenders must be submitted using the standard Tender Form for a Supply Contract included in the tender documents, whose format and instructions must be strictly observed.

Tenderers with questions regarding this tender should send them in writing to [procurement@caricom.org](mailto:procurement@caricom.org) and [selwin.grenion@caricom.org](mailto:selwin.grenion@caricom.org) (mentioning the publication reference shown in item 1) at least 14 days before the deadline for submission of tenders given in item 19. The CARICOM Secretariat must reply to all tenderers' questions at least 10 days before the deadline for submission of tenders.

### 19. Deadline for submission of tenders

**27 May 2024 @ 9:00 a.m. at the Caribbean Court of Justice, 134 Henry Street, Port of Spain, Republic of Trinidad and Tobago (Trinidad and Tobago time)**

Any tender received by the CARICOM Secretariat after this deadline will not be considered.

### 20. Tender opening session

27 May 2024 @ 10:00 a.m. (Trinidad and Tobago time)

Tender opening will be conducted at the Caribbean Court of Justice, 134 Henry Street, Port of Spain, Republic of Trinidad and Tobago

### 21. Language of the procedure

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