



BASEL CONVENTION

Basel Convention Regional Centre for Training and Technology Transfer for the Caribbean Region

#8 Alexandra Street, St. Clair, Port of Spain, Trinidad and Tobago, West Indies

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Email: info@bcrc-caribbean.org



GEF 5558: DEVELOPMENT AND IMPLEMENTATION OF A SUSTAINABLE MANAGEMENT MECHANISM FOR PERSISTENT ORGANIC POLLUTANTS (POPs) IN EIGHT (8) CARIBBEAN COUNTRIES

APPENDIX 3 INSTRUCTIONS FOR THE PREPARATION OF TECHNICAL AND FINANCIAL PROPOSALS

Reduction of UPOPs (Unintentional Persistent Organic Pollutants) emissions by improving waste management practices at landfills

(Reference number: BCRC#5558_2019_002)

Parties consenting to be served by the Centre:

Antigua & Barbuda Commonwealth of the Bahamas Barbados Belize The Republic of Cuba The Commonwealth of Dominica The Dominican Republic
The Republic of Guyana Jamaica The Republic of Trinidad and Tobago The Federation of Saint Kitts and Nevis Saint Lucia Saint Vincent and the Grenadines Suriname

PREPARATION OF PROPOSAL

Your proposal shall consist of three separate parts – (i) Completed Eligibility Form, (ii) Technical Proposal and (iii) Financial Proposal, containing but not limited to, the following:

1. THE ELIGIBILITY FORM¹,

- The Eligibility Form provided as Appendix 2 should be completed, combined, signed with all requested documentation attached.

2. TECHNICAL PROPOSAL

- A detailed explanation of your understanding of the work to be performed and the services to be provided. This must include, (i) a comprehensive methodology, (ii) a work implementation plan, and (iii) at least three (3) recent and relevant client references to verify past project performance.
- Relevant capability and experience should be provided through the provision of (i) the relevant qualifications of the proposed project team, (ii) a breakdown of the relevant roles and responsibilities of key personnel to illustrate the adequacy of resources, (iii) regional experience and (iv) proposed regional capacity building.
- Deviations from the ToR provided as Appendix 1 shall be clearly expressed and justified.
- A statement on the availability of your project team to promptly start work and/or including the minimum notice required before starting work.
- A statement on the validity of your proposal within which the quoted price must remain unchanged.

3. FINANCIAL PROPOSAL

- The best fixed price in United States Dollars (USD) to complete the proposed work.
- A breakdown of the fees and expenses associated with each project task (in accordance with the Bill of Quantities template provided in Appendix 4).

LANGUAGE OF PROPOSAL

The proposal, including all supporting documentation, shall be written in **English Language**.

FORMAT AND SIGNING OF PROPOSAL

The proposal must be submitted as THREE SEPARATE FOLDERS, the first shall contain the completed ELIGIBILITY FORM and associated documentation, the second shall contain the TECHNICAL PROPOSAL (without prices) and the third shall contain the FINANCIAL PROPOSAL including the completed Bill of Quantities.

Your proposals must be typed and signed by an officer authorised to enter into contracts on behalf of your firm/team.

¹ Not required if the Consultant(s)/ Consulting Firm is/are already pre-qualified to provide services to the BCRC-Caribbean and so notified within the last 3 Years

SUBMISSION OF PROPOSAL

Your proposal must be submitted to

EMAIL: info@bcrc-caribbean.org
The Basel Convention Regional Centre for Training and Technology Transfer for the
Caribbean Region
#8 Alexandra Street,
St. Clair,
Port-of-Spain,
Trinidad and Tobago.
Tel: 868-628 8369 / 9372
Fax: 868-628 2151
Email: info@bcrc-caribbean.org

The deadline for the submission of proposals is **4:00pm (Trinidad and Tobago, GMT-4) on Monday April 22, 2019.**

REQUEST FOR INFORMATION/CLARIFICATION

All queries are to be directed to **both**:

Ms. Jewel Batchasingh, Director (Ag) Email: jewel.batchasingh@bcrc-caribbean.org	Ms. Rachel Boodoo, Project Officer Email: rachel.boodo@bcrc-caribbean.org
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Please also note that all clarification and/or notice of a virtual pre-tender meeting will be posted on the BCRC-Caribbean's website² and Facebook³ page.

RETENTION OF PROPOSALS

Following the submission of proposals and final evaluation, the BCRC-Caribbean will have the right to retain unsuccessful proposals. It is the bidder's responsibility to identify any information of a confidential or proprietary nature, so it may be handled accordingly. However, the BCRC-Caribbean cannot guarantee confidentiality.

TYPE OF CONTRACT

The successful bidder is expected to enter into a Cost Plus Fixed Fee contract with the BCRC-Caribbean. As such, the financial proposal should clearly illustrate all fees and proposed expenses associated with each task and activity to be performed in fulfilment of the scope of works as detailed in Appendix 1 ToR.

² <https://www.bcrc-caribbean.org/>

³ <https://www.facebook.com/Basel.Convention.Regional.Centre.Caribbean/>

WITHDRAWAL OF PROPOSALS

The bidder must notify in writing their intention to withdraw a submitted proposal on/or before the deadline for the submission of proposals.

EVALUATION PROCEDURE AND ACCEPTANCE OF PROPOSALS

All proposals submitted in response to this RFP will be reviewed and evaluated by the BCRC-Caribbean in a fair and impartial way in accordance with the BCRC-Caribbean's Evaluation Process and Criteria.

The contract shall be awarded on the *best value for money* principles to the qualified bidder whose Technical Proposal has been found substantively responsive and whose Financial Proposal are favourable in comparison to the project's budget.

The BCRC-Caribbean also reserves the right to negotiate with the bidders whose Technical proposals meet the BCRC-Caribbean's technical evaluation criteria for the purpose of seeking revisions in order to enhance the technical aspects and/or to reduce the price of the proposals.

NO COMMITMENT

The BCRC-Caribbean reserves the right to reject a bid if any information provided is found to be a misrepresentation, exaggeration or complete falsification and to cancel the bidding process and reject all bids, at any time prior to the award of Contract, without thereby incurring any liability to the affected bidder.

CONTRACT AWARD

The successful bidder will be notified in writing that the proposal was accepted. Should negotiations be required, this will be indicated and upon successful negotiation and acceptance of revised proposals, the bidder will be notified of the award of contract and provided with an authorization to proceed.