

Reference number: **BCRC#10279_2021_002**

Date: **03 December 2021**

SUBJECT: Request for Proposal: Implementing Sustainable Low and Non-Chemical Development in Small Island Developing States (ISLANDS)

Dear Bidder,

The Basel Convention Regional Centre for Training and Technology Transfer for the Caribbean (BCRC-Caribbean) hereby invites the submittal proposal towards the execution of **Software Development and Communications Consulting Team**. The bid should be in accordance with the approach described in the documents provided at Appendices 1 to 5.

1. BACKGROUND

To ensure consideration, please provide the completed proposal in accordance with the guidelines, by **11:59 pm (Trinidad and Tobago, GMT-4) on 02 January 2022**. Proposals received after the aforementioned deadline will not be considered.

2. GENERAL

a) This RFP is for the complete package of technical services with necessary supervision, backstopping and training. It covers the total organisational responsibility as required by the Terms of Reference (ToR) which is attached as Appendix 1.

b) The proposals submitted by the bidder should be comprehensive and provide sufficient detail to indicate that the bidder has the requisite capability, experience, expertise, financial resources and required capacity to perform the work specified satisfactorily.

c) In order to be considered for the contract the bidder must meet the qualification requirements and eligibility criteria specified in Appendix 3.

d) Instructions for the preparation of technical proposal and breakdown of financial proposal are provided at Appendices 4 and 5.

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 Co-operative Republic of Guyana Jamaica The Federation of Saint Kitts and Nevis Saint Lucia Saint Vincent and the Grenadines The Republic of Suriname The Republic of Trinidad and Tobago

We look forward to receiving your proposal.

Sincerely,

The BCRC-Caribbean

List of Appendices

Appendix 1 - Terms of Reference

Appendix 2 - Project Brief

Appendix 3 - Eligibility form for service providers/suppliers

Appendix 4 - Instructions for the preparation of technical and financial proposals

Appendix 5 - Bill of Quantities (Template)