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## **IMPLEMENTING SUSTAINABLE LOW AND NON-CHEMICAL DEVELOPMENT IN SMALL ISLAND DEVELOPING STATES (ISLANDS)**

**(Antigua and Barbuda, Barbados, Belize, Dominican Republic, Guyana, Saint Kitts  
and Nevis, Saint Lucia, Suriname and Trinidad and Tobago)**

### **APPENDIX 4 - INSTRUCTIONS FOR THE PREPARATION OF TECHNICAL AND FINANCIAL PROPOSALS**

**Software Development and Communications Consultancy**

**(Reference Number: BCRC#10279\_2021\_002)**



## **1. 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:

### **i. THE ELIGIBILITY FORM<sup>1</sup>**

The Eligibility Form provided as Appendix 3 should be completed, combined, signed with all requested documentation attached. This should include the Curriculum/ Curricula Vitae (CVs) of all key personnel.

### **ii. TECHNICAL PROPOSAL**

The technical proposal should include:

- 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) a mock-up sample design of the platform described.
- Samples of previous related work related to online platforms, awareness raising strategies and communication materials.
- 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.

### **iii. FINANCIAL PROPOSAL**

The financial proposal should include:

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<sup>1</sup> 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

- 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 5).

## 2. LANGUAGE OF PROPOSAL

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

## 3. 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.**

## 4. SUBMISSION OF PROPOSAL

Interested bidders are invited to apply by submitting the requisite documents **via email** to:

**Ms. Jewel Batchasingh**

Director (Ag.)

Basel Convention Regional Centre for Training and

Technology Transfer for the Caribbean

#8 Alexandra Street, St. Clair,

Port-of-Spain,

Trinidad and Tobago.

Email: [submissions@bcrc-caribbean.org](mailto:submissions@bcrc-caribbean.org)

The deadline for the submission of proposals is **11:59 p.m. (Trinidad and Tobago, GMT -4) on 02 January 2022**. Any bids received after this time will be rejected **immediately**.

## 5. REQUEST FOR INFORMATION/CLARIFICATION

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

Ms. Rachel Ramsey Project Coordinator Email: <a href="mailto:rachel.ramsey@bcrc-caribbean.org">rachel.ramsey@bcrc-caribbean.org</a>	Ms. Arielle Mootra Research Officer Email: <a href="mailto:arielle.mootra@bcrc-caribbean.org">arielle.mootra@bcrc-caribbean.org</a>
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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 website <https://www.bcrc-caribbean.org> and Facebook <https://www.facebook.com/Basel.Convention.Regional.Centre.Caribbean> page.***

## 6. 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.

## 7. 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.

## 8. 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.

## 9. 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.

## 10. 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.

## 11. 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.

### **ADDITIONAL NOTES:**

- When submitting bids, bidders must ensure that all documents are labelled clearly.
- Bid documents shall remain the property of the BCRC-Caribbean.
- The BCRC-Caribbean reserves the right to accept or reject any bid, 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.
- The BCRC-Caribbean is not bound to accept the lowest Financial Bid.
- The successful bidder will be notified in writing of the award of contract and provided with an authorisation to proceed. The successful bidder shall be required to enter into an appropriate Contract based on the tender documents and incorporating any other appropriate provisions within that period.
- **The successful candidate will be expected to start work as of January/February 2022 and MUST indicate their availability in their submission.**