



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

**(Antigua and Barbuda, The Bahamas, Barbados, Belize, Cuba, Dominica,
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

Legislative and Institutional Framework Consultancy

(Reference Number: BCRC ISLANDS+_2022_002v2)



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 FORM¹,

- 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

- 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 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 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**.

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 three (3) Years

3. FORMAT AND SIGNING OF PROPOSAL

The proposal must be submitted as THREE SEPARATE PDF DOCUMENTS, 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. The three PDF Documents should be labelled as:

1. **Eligibility Form:**
 - FIRM/NAME_GEFISLANDS BCRC ISLANDS+_2022_002v2_EOCForm
2. **Technical Proposal:**
 - FIRM/NAME_GEFISLANDS BCRC ISLANDS+_2022_002v2_Technical Proposal
3. **Financial Proposal:**
 - FIRM / NAME_GEFISLANDS BCRC ISLANDS+_2022_002v2_Financial Proposal

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

4. SUBMISSION OF PROPOSAL

Interested bidders are invited to apply by submitting the requisite documents **via email** to the address listed below with the subject caption **“Submission of Proposal for GEF ISLANDS BCRC ISLANDS+_2022_002v2 - FIRM/NAME”**.

Ms. Jewel Batchasingh

Director

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

The revised deadline for the submission of proposals is **11:59 p.m. (Trinidad and Tobago, GMT -4) on Sunday November 06, 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: rachel.ramsey@bcrc-caribbean.org	Ms. Laura Teixeira Project Execution Officer II Email: laura.teixeira@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 website www.bcrc-caribbean.org and Facebook 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.

i. OVERVIEW OF THE EVALUATION PROCESS

The Tender Evaluation Process consists of five steps outlined below. Following the evaluation process, the identification and recommendation of a proposed bidder to the Director of the BCRC-Caribbean will be made for consideration.

Step	Process	Description
1	Completeness of Bids	Confirmation that bid requirements are met. Incomplete bids will not qualify to proceed to the next step of the evaluation process.
2	Evaluation of Eligibility of Consultants (EOC)	Bidders are asked to complete and submit an Eligibility of Consultants Form (see Appendix 3 of the RFP package). <i>A minimum threshold score of 75% is required to move to the technical evaluation.</i>
3	Evaluation of the Technical Components	Evaluation of technical competency (60%) and relevant experience (40%) as displayed in the technical proposal through qualifications, work implementation plan, proposed methodology, regional capacity, etc. <i>A minimum threshold score of 75% is required to move to the financial evaluation.</i>
4	Evaluation of the Financial Components	The breakdown of the proposed fees and reimbursable expenses in accordance with the Bill of Quantities template provided (Appendix 5 of the RFP package) will be quantitatively and qualitatively evaluated. <i>Bids are rated against the lowest proposal.</i>
5	Composite Evaluations	Technical quality of the bids are weighed against the price on an 80:20 basis. <i>The scores awarded to the technical proposals will be quantified to 80% of the overall weighting and the financial scores to 20%.</i>

ii. ESTIMATED TIMELINE FOR THE EVALUATION PROCESS

The estimated timeline for the completion of the evaluation process is four (4) to six (6) weeks as outlined below.

Evaluation Process	Estimated Timeframe (working days)
Step 1 - Completeness of Bids	1-2
Step 2 - Evaluation of Eligibility of Consultants (EOC)	2-3
Step 3 - Evaluation of the Technical Components	8-10

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Step 4 - Reference Checks and Verifications	<i>concurrently</i>
Step 5 - Evaluation of the Financial Components	1-2
Step 6 - Composite Evaluations	1-2
Step 7 - Development and submission of the Tender Evaluation Committee (TEC) Recommendation Report	2-3
Step 8 - Director's review and consideration of the proposed recommendation	3-5

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. Based on the estimated timeframe provided, a decision will be made in four (4) to six (6) weeks following the deadline for submission of proposals.

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

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.

The successful bidder will be notified in writing of the award of contract and provided with an authorization to proceed. The successful bidder shall be required to enter an appropriate Contract based on the tender documents and incorporating any other appropriate provisions within that period.

ADDITIONAL NOTES:

- *When submitting bids, bidders must ensure that all documents are labelled as instructed.*
- *Bid documents shall remain the property of the BCRC-Caribbean.*
- *The BCRC-Caribbean is not bound to accept the lowest Financial Bid.*