

Reference number: **BCRC ISLANDS+\_2022\_002v2**

Date: **October 11, 2022**

**SUBJECT: Request for Proposal (RFP): 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) has extended the deadline for the submittal of proposals towards the execution of the '**Legislative and Institutional Framework Consultancy**'. Proposals should be in accordance with the approach described in the documents attached as Appendices 1 to 7.

**1. BACKGROUND**

To ensure consideration, please provide the completed proposal package in accordance with the guidelines, by the revised deadline of **11:59 pm (Trinidad and Tobago, GMT-4) on Sunday November 06, 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 organizational responsibility as required by the Terms of Reference (ToR) which is attached as Appendix 1 and the project briefs outlined in Appendix 2.

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 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

e) A sample template of the Contractual Agreement for engagement with the successful bidder can be found at Appendix 6.

f) Documentation of Clarifications and Additional Information provided following the initial publication of the RFP Package can be found at Appendix 7.

We look forward to receiving your proposal.

Sincerely,

*The BCRC-Caribbean*

### **List of Attachments**

[Appendix 1 - Terms of Reference](#)

[Appendix 2 - 10279 Project Brief & 10472 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 \(Template\)](#)

[Appendix 6 – Draft Template of the Contractual Agreement](#)

[Appendix 7 – Documentation of Clarifications and Additional Information](#)