BCRC CARIBBEAN
Basel Convention Regional Centre for Training and Technology Transfer for the Caribbean

#8 Alexandra Street, St Clair,
Port-of-Spain
Trinidad and Tobago
Tel: 1-868-628-8369
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E-mail: info@bcrc-caribbean.org
Website: www.bcrc-caribbean.org

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

Consultancy for the Environmentally Sound Disposal of Hazardous Waste Stockpiles in 11 Caribbean Countries
(Reference Number: BCRC_ISLANDS+_2026_004)

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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[1],

- The Eligibility Form provided as Appendix 2 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, as outlined in the ToR, (i) company profile, (ii) work experience including at least three (3) recent and relevant client references to verify past project performance (including email and telephone contact), (iii) a comprehensive methodology, (iv) transport routes indicating actual routed for transport of wastes to the final destination(s), (v) Project Team organisation, (vi) overview of selected local subcontractors/partners (where applicable), (vii) a work implementation plan, and (viii) work implementation schedule.
- Relevant capability and experience should be provided through the provision of (i) the Curriculum Vitae (highlighting relevant qualifications) of the bidder(s), (ii) regional experience and (iii) local support, where applicable.
- Deviations from the ToR provided as Appendix 1 shall be clearly expressed and justified.
- A statement on the validity of your proposal within which the quoted price must remain unchanged.
- A written commitment, supported by documentary evidence, demonstrating the selected shipping line/sea freight forwarder's current operational capacity to undertake the proposed shipping services in Cuba.

iii. FINANCIAL PROPOSAL

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

[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

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2. LANGUAGE OF PROPOSAL

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

3. FORMAT AND SIGNING OF PROPOSAL

The proposal must be submitted as SEPARATE DOCUMENTS that are clearly labelled to indicate the contents. The first shall contain the ELIGIBILITY FORM, 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 (3) PDF Documents should be labelled as:

1. ***Eligibility Form***:
    - *BCRC#10472_2026_001_LastName_FirstName_ EOCForm*
2. ***Technical Proposal***:
    - *BCRC#10472_2026_001_LastName_FirstName_Technical Proposal*
3. ***Financial Proposal***:
    - *BCRC#10472_2026_001_LastName_FirstName_Financial Proposal*

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

4. SUBMISSION OF PROPOSAL

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

Mr. Anand Maraj
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

The deadline for the submission of proposals is **11:59 p.m. (Trinidad and Tobago, GMT -4) on Sunday 17 January 2027.** Any bids received after this time will be rejected **immediately.**

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The caption for the submission should include the name of the bidder and the role for which they are applying. Please use the protocol: *BCRC_ISLANDS+_2026_004_LastName_FirstName_DocumentTitle (for example, BCRC_ISLANDS+_2026_004_Doe_Jane_CoverLetter).*

5. REQUEST FOR INFORMATION/CLARIFICATION

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

Ms. Danielle Akeung Project Execution Officer I Email: danielle.akeung@bcrc-caribbean.org	Ms. Amara Prevatt Project Coordinator Email: amara.prevatt@bcrc-caribbean.org

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.

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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) *A minimum threshold score of 75% is required to move on to the technical evaluation*
3	Evaluation of the Technical Components	Technical evaluation of qualifications, technical competency, work implementation plan, proposed methodology, relevant experience, and regional capacity. *A minimum threshold score of 75% is required to move to the financial evaluation.*
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 4 of the RFP package) will be quantitatively and qualitatively evaluated. *Bids are rated against the lowest proposal.*
5	Composite Evaluations	Technical quality of the bids are weighed against the price on an 80:20 basis. *The scores awarded to the technical proposals will be quantified to 80% of the overall weighting and the financial scores to 20%.*

ii. ESTIMATED TIMELINE FOR THE EVALUATION PROCESS

The estimated timeline for the completion of the evaluation process is 3-4 weeks and is outlined below. Please note this timeline is contingent upon the number of bids received and if there is a need to enter into negotiations with the preferred bidding team.

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Evaluation Process	Estimated Timeframe (working days)
Completeness of Bids	1 - 2
Evaluation of Eligibility of Consultants (EoC)	2 - 3
Evaluation of the Technical Components	4 - 5
Evaluation of the Financial Components	2 - 3
Composite Evaluations	1
Development and submission of the Tender Evaluation Committee (TEC) Recommendation Report	1 - 2
Director's review and consideration of the proposed recommendation	2 - 4

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 is favourable in comparison to the project's budget.

The BCRC-Caribbean 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

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appropriate Contract based on the tender documents and incorporating any other appropriate provisions within that period.

ADDITONAL NOTES:

- *When submitting bids, bidders must ensure that all documents are labelled clearly, in accordance with the document labelling guide as follows: BCRC_ISLANDS+_2026_004__LastName_FirstName_DocumentTitle.*
  For example:
  BCRC_ISLANDS+_2026_004_Doe_Jane_CoverLetter
- *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(s).*
- *The BCRC-Caribbean is not bound to accept the lowest Financial Bid.*
- *The successful bidder(s) will be notified in writing of the award of contract and provided with an authorisation to proceed. The successful bidder(s) shall be required to enter into an appropriate Contract on the basis of the tender documents and incorporating any other appropriate provisions within that period of time.*
- *The relationship between successful candidate(s) and the BCRC-Caribbean is expected to be one based on mutual respect. Disrespectful behaviour by either party will not be tolerated.*
- *Any data gathered and draft or final deliverables developed under the consultancy shall not be shared with third parties without approval from the BCRC-Caribbean.*
- *The successful bidder(s) is/are required to perform the services of "The Technical Consultant" on this project as an independent contractor and not as an employee or agent of any Company affiliate.*