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DB Reference N°: IDB-P701741-03/21

Country: Barbados

Institution: Inter-American Development Bank

Sector: Energy and Extractives, Electrical Power, Heating, Mining and Mining Equipment, Nuclear Energy/Safety, Oil and Gas, General - Energy and Extractives, Other Non-renewable Energy, Renewable Energy

Deadline: 2021-04-21T00:00:00.00-04:00

Status: Published

Loan N°./Financing: 2748/OC-BA and ATN/EX-13316-BA

Project: Public Sector Smart Energy Programme

Title: CONSULTANCY SERVICES TO DESIGN AND IMPLEMENT AN INFORMATION AND COMMUNICATIONS TECHNOLOGY SOLUTION FOR THE MINISTRY OF ENERGY, SMALL BUSINESS AND ENTREPRENEURSHIP

Borrower/Bid No: PSSEP – 3.1.1.11

MINISTRY OF ENERGY, SMALL BUSINESS AND ENTREPRENEURSHIP

REQUEST FOR EXPRESSIONS OF INTEREST

CONSULTANCY SERVICES TO DESIGN AND IMPLEMENT AN

INFORMATION AND COMMUNICATIONS TECHNOLOGY SOLUTION FOR THE MINISTRY OF ENERGY, SMALL BUSINESS AND ENTREPRENEURSHIP

Institution: Inter-American Development Bank and the European Union

Country: BARBADOS

Project: PUBLIC SECTOR SMART ENERGY PROGRAM

Sector: ENERGY

Abstract: To Design and Implement eSolution Modules unique to the Ministry of Energy, Small Business and Entrepreneurship to support the improved business processes.

Loan Contract No. 2748/OC-BA

Grant No.: ATN/EX-13316-BA

Contract/Bid No.: PSSEP – 3.1.1.11

Deadline: **4:30 p.m., Wednesday, April 21, 2021**

1. This Expression of Interest (EOI) follows the General Procurement Notice for the Public Sector Smart Energy Programme (PSSEP), which appeared in *Development Business*, issue no. IDB1616-10/14 of *9 October 2014.*

2. The Government of Barbados, with the assistance of the Inter-American Development Bank (IDB), has developed a Sustainable Energy Framework for Barbados (SEFB). Within this framework, a Public Sector Smart Energy Program (the Program or PSSEP) was developed to focus on investment initiatives for Renewable Energy (RE) and Energy Efficiency (EE) in the public service. The Ministry of Energy, Small Business and Entrepreneurship (The Ministry), the central public sector agency with responsibility for the Energy Sector, is the executing Agency for the Program.

3. The Government has received funding from the Inter-American Development Bank (IDB) and the European Union (EU) towards the cost of the Program and intends to apply part of the proceeds of this financing to eligible payments under the Contract for which this Expression of Interest (EOI) is issued.

4. The Ministry is taking steps towards improving the effectiveness and efficiency of its operations by modernizing processes and technology to facilitate optimal performance, planning, monitoring and evaluation capability to achieve responsive, effective and accountable governance within the energy sector of Barbados.

5. To this end, a ***Business Process Re-engineering (BPR) Consultancy*** was undertaken to evaluate the existing business processes, workflows and supporting ICT infrastructure; identify inefficiencies and wastage within the organization and recommend ways to reduce the same with a view to develop and document an improved business processes and ICT solution that would meet the MESBE's present and future needs.

6. In this regard, the Ministry is seeking to engage a **Consulting Firm** to Design and implement urgent proposed eSolution Modules emanating from the Business Process Reengineering Consultancy to support the improved business processes:

7. The scope of the consultancy includes but is not limited to:

   a. Design and Implementation of a suitable digitally automated ICT solution (Platform) to support the enterprise content management solution, data collection, sharing and reporting requirements of the Ministry and improved processes proposed in the BPR consultancy

   b. Defining and designing a security schema for the entire platform with various levels of permissions and security access to documents, processes, records and functionality as prescribed by the MESBE.

   c. Recommendation of the relevant capture software, software to manage and control virtual machines and solution business automation workflow software.

   d. Ensuring that the seven (7) eSolutions are compatible with the Governments E-Services Platform, Electronic Document Records Management (EDRM) System and any other relevant platforms being implemented by the Modernization Programme under the Ministry of Information Service and Technology (MIST).

8. The Government of Barbados, through the Project Executing Unit (PEU) of the Ministry, now invites eligible C**onsulting Firms** to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. Information submitted should include relevant work experience in the region, experience in projects of similar scope, complexity and technical specialisation, availability of staff to perform the Services.

9. A **Consulting Firm** will be selected in accordance with Section II as set out in the *Policies for the Selection and Contracting of Consultants financed by the Inter-American Development Bank GN-2350-9* and is open to all bidders from eligible countries under IDB and EU Policies. Quality and Cost Based Selection (QCBS) will be the selection method used.

10. A short-list comprising six firms with a wide geographic spread, with no more than two firms from any one country will be established and invited to submit Technical and Financial Proposals for further consideration.

11. Interested firms may contact the Ministry at the address at two (2) below for any clarifications or queries.

12. The successful Applicant will be required to enter into a Contract drawn up by or in the form approved by the Solicitor General or another Legal Officer in the Public Service approved by her. A surety for the due performance of the contract will be required by one of the methods listed below:

- By way of a deposit with the Treasury of a sum of money or approved securities to the value of not less than ten percent of the contract price; or

- By way of a Bank or accredited Insurance Company whose liability shall be not less than ten percent (10%) of the contract price

13. All Corporate Applicants should include with their application a copy of the company's Certificate of Incorporation and Articles of Incorporation as evidence that the company is an existing registered company as at the date of application. The Certificate must be in the name of the Applicant.

14. Where the Certificate or Articles of Incorporation have not been submitted at the date of the opening, the Applicant will be given a maximum of two (2) weeks to meet this obligation. Failure to submit the documents within the extended period would render the application void.

15. Local Applicants are advised that the Certificate of Incorporation referred to at paragraph 13 above means a Certificate of Incorporation issued under the 1985 Companies Act of Barbados or where applicable a Certificate of Amendment. Certificates must be dated after December 31, 1984.

16. Applicants should be aware that the Labour Clause (Public Contracts) ACT CAP 349 shall in so far as is applicable to the tender, apply to any contract made in respect of the tender. Full details of the conditions of the ACT CAP 349 may be obtained from the Government Printer, Government Printing Department, Bay Street, St., Michael.

17. Any firm incorporated outside of Barbados, which is awarded a contract, will be required to be registered in Barbados as an External company under the 'Companies Act of Barbados'. Information on the requirements for registering as an external company can be obtained from the Corporate Affairs and Intellectual Property Office (CAIPO), Ground Floor, Boabab Towers, Warrens, St. Michael, Barbados, Telephone no. +1 (246)535-2401, general@caipo.gov.bb; request@caipo.gov.bb. Bidders are advised to familiarize themselves with the requirements for registration to facilitate a seamless contracting process.

18. Expressions of interest may be submitted electronically or delivered manually. Expressions of Interest submitted **electronically** must be prepared in English clearly marked "**Request for Expressions of Interest – Consultancy Services to Develop and Implement an Information and Communications Technology Solution for the Ministry of Energy, Small Business and Entrepreneurship**" and submitted electronically to email address GPD.SpecialSubmissions@barbados.gov.bb no later than **Wednesday, April 21, 2021**.

19. Where Expressions of Interest are submitted in **hard copy**, one (1) original, one (1) copy and an

electronic copy [USB, Flash Drive] clearly marked **"Request for Expressions of Interest – Consultancy Services to Develop and Implement an Information and Communications Technology Solution for the Ministry of Energy, Small Business and Entrepreneurship"** must be prepared in English and placed in the Tenders Box in a sealed envelope at **Address (1)** below, no later than 4:30 p.m. Barbados time, on **Wednesday, April 21, 2021**.

Address (1)

Chairman Special Tenders Committee
Government Procurement Department
Holborn Circle
Fontabelle
St. Michael
St. Michael
BARBADOS

Address (2)

The Project Manager
Public Sector Smart Energy Program
Ministry of Energy, Small Business and
Entrepreneurship Trinity Business
Centre, Country Road
St. Michael
BARBADOS

Telephone: (246) 535-2500

Email: publicsmart@energy.gov.bb

20. Late submissions will not be accepted.

21. No application will be considered unless it complies with the conditions set out in this notice.

22. Applicants will be advised of the results of their applications in due course.

23. The Government of Barbados reserves the right to accept or reject any application received.