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DB Reference N°: IDB-P1131300-02/23

Country: Belize

Institution: Inter-American Development Bank

Sector: General - Finance, Management and Administration

Deadline: 2023-02-17T00:00:00.00-04:00

Status: Published

Loan N°./Financing: L1031

Project: Digitization and Implementation of a Digital Document Management System inclusive of the Procurement of a Document Managment System/Software and Development of User Manuals

Title: Request for Expressions of Interest

Borrower/Bid No: CS02/2022

REQUEST FOR EXPRESSIONS OF INTEREST

Consultancy Services

Consultancy Services for the Digitization and Implementation of a Digital Document Management System inclusive of the Procurement of a Document Management System/Software and Development of User Manuals

Institution: Ministry of Finance

Country: BELIZE

Project: Strengthening of Tax Administration Project

Sector: Finance

Project No.: BL-L10315

Operation No: 4839/OC-BL

Deadline: Friday, February 17, 2023, at 4:00 pm local Belize time

The Government of Belize (GOB) has received financing from the Inter-American Development Bank (IDB) for the execution of a five-year tax modernization project entitled "Strengthening of Tax Administration" (STA) (BL-L1031). The Ministry intends to apply a part of the proceeds towards the consultancy service for the Digitization and Implementation of a Digital Document Management System inclusive of the Procurement of a Document Management System/Software and Development of User Manuals.

Through the STA Project, the Belize Tax Service Department (BTSD) has procured a Modern Integrated Tax Administration System (the Revenue Management System (RMS)) and is presently in the implementation process. This new system will be used in the management of the Belize Tax Administration. The BTSD is looking for reorganizing its Internal Audit Division into an Internal Control Division with the view of improving both, the control of staff integrity and the internal audit. This consultancy is intended to address this concern.

Objective of the Consultancy:

The purpose of this consultancy is to implement a digital document management system and imaging services, which will include the procurement of a suitable document management software, associated hardware and the development of user manuals.

The consulting services ("the services") is expected to be for a period of fifteen (15) months.

The selected consultancy firm should have the following characteristics:

The Firm

General Experience:

- The firm should demonstrate at least five (5) years general experience.

Specific Experience:

- Working experience in similar assignments
- At least five (5) years in the following areas below:
  - Document management system
  - Digitization activities
  - Working with software networks, updating system software and tracking data and communications
  - Working experience conducting software and hardware installations, operating systems, troubleshooting, and networking Job analysis and job evaluation.
  - Working experience writing, reviewing, or executing plans for new or established document management systems
  - Working experience analyzing, interpreting, or disseminating system performance data.
  - Training needs analysis, and;
  - Staff training capacity

The firm should have but not be limited to the following Key Experts:

- Team Leader/Lead Consultant
- IT Expert

- Document Management Specialist

The Consultancy Firm specific objective will be.

- To implement an electronic document management systems and imaging services to facilitate BTSD's goal of reducing paper consumption and to convert paper-based document formats into digital images that are easily storable, searchable, and retrievable for viewing and printing, either in part or in the document's entirety as specified by the User
- Digitize all hard-copy files using identified software; to scan, index, and properly save files in the database by establishing Digital Document Management System (DDMS) parameters such as naming conventions and search criteria
- To perform data validation and quality checks of the digitized records and to configure the software product to operate with existing BTSD computer systems

The Ministry of Finance now invites eligible Consultancy Firms ("Consultants") to indicate their interest in providing the services. Interested eligible Consultants must submit an Expression of Interest providing information demonstrating that they have the required qualifications and relevant experience to perform the services (description of similar assignments specifying start and end dates of assignments, experience in similar conditions, availability of appropriate skills, etc.). *The term "consultant" means a legally established professional consulting firm or an entity that may provide the services.*

Expression of Interest package should contain:

i. Document explaining interest, experience, and competence of the consulting firm.
ii. Firms experience in the assignment of similar consultancy services during the past five years. Description of similar assignments specifying start and end dates of assignments.
iii. Firms evidence of past jobs. (These includes letters from the respective client on the job (s) carried out, or a copy of contract or agreement with the client including copy of the TOR).
iv. Proof of nationality: Copy of certificate of incorporation, information of shareholders of company specifying the shares owned by each respective shareholder of the company and a copy of documentation of nationality of the shareholders of the company.

Additional documentation required for National Consultants:

v. Copy of Certificate of Good Standing from Belize Company Registry
vi. Copy of Certificate of Good Standing from the Social Security Board
vii. Copy of Certificate of Good Standing from the Belize Tax Service
viii. Copy of Current Trade License

Consulting firm will be selected in accordance with the Quality and Cost-Based Selection (QCBS) method set out in the Inter-American Development Bank: *Policies for the Selection and Contracting of Consultants financed by the Inter-American Development Bank* (GN-2350-15) and is open to all eligible consultants as defined in the IDB policies. The selection of the successful firm will be based on a competitive process among short-listed firms that takes into account the quality of the proposal and the cost of the service. **Only the short-listed firms will be asked to submit a technical and price proposal.**

Consultants may associate with other firms in the form of a joint venture or a sub-consultancy to enhance their qualifications. For the purpose of establishing the short list, the nationality of a firm is that of the country in which it is legally incorporated or constituted and in the case of Joint Venture, the nationality of the firm appointed to represent it.

Interested consulting firms are asked to submit their expression of interest via e-mail to **Michelle.Longsworth@bts.gov.bz and copied to tamara.tingling@mof.gov.bz** marked STAP- Consulting firm to design and implement an Internal Control Model including the implementation of a system to support internal control processes in the subject header, or submit hard copy on or before 4:00 p.m. (local Belize time) on Friday, February 17, 2023, to the following address:

Director General

Belize Tax Service

Strengthening of Tax Administration Project

Eleanor Hall Building

Chetumal Street, Lake I, Belize City

Tel: 501-222-5114

For clarifications kindly contact:

Procurement Specialist

Project Executing Unit

Strengthening of Tax Administration Project

Eleanor Hall Building

Chetumal Street, Lake I, Belize City

Tel: 501-222-5114/E-mail: tamara.tingling@mof.gov.bz

Attachments:

https://devbusiness.un.org/system/files/Request%20for%20EOI%20-%20Document%20Management%20System.pdf