

IDB177-699/07

**BARBADOS**  
**ADMINISTRATION OF JUSTICE PROGRAM**  
**Consulting Services**  
**ALTERNATIVE DISPUTE RESOLUTION PROGRAM**  
**Loan No. 1332/OC-BA**  
**Invitation for Prequalification**

This invitation to prequalify for consulting services follows the general procurement notice for this project that appeared in *UN Development Business* No. 589 of 31 August 2002.

The Government of Barbados (GOB) has received a loan from the Inter-American Development Bank (IDB) toward financing the modernization and strengthening of the Administration of Justice Program, and it intends to apply part of the loan proceeds to consulting services for an Alternative Dispute Resolution (ADR) Program.

Prequalification is open to applicants from eligible countries of the IDB. The Justice Improvement Programme Secretariat now invites sealed applications for the above-mentioned services.

The project is expected to be implemented over a 12-month period, which will not be continuous and involves, inter alia:

- Developing an ADR program that is appropriate for the justice sector of Barbados
- Designing, implementing and managing a pilot project in court-annexed ADR
- Coordinating and ensure appropriate training courses and workshops are undertaken for relevant stakeholders
- Establishing a suitable process for certification and evaluation of mediators and trainers of mediation
- Determining if changes are required to the Rules of Court to facilitate the use of court annexed ADR
- Preparing a manual on ADR for the Judiciary
- Creating client evaluation forms for completed mediated cases
- Monitoring and evaluating the pilot project in court-annexed ADR

The prequalification documents, in English, may be purchased by interested applicants on the submission of a written application to the first address below and upon payment of a non-refundable fee of BDS\$ 50 or US\$ 25. The method of payment must be in the form of a certified cheque, bank draft or international money order, made payable to the Accountant General. (Office hours: 0830 to 1630 hours, Barbados time; Monday through Friday, except on Public Holidays).

The Justice Improvement Programme Secretariat, Office of the Attorney General, will not be responsible for any costs or expenses incurred by applicants in connection with the preparation or delivery of applications.

In the comparison of applications, only and all those factors, methods, and criteria specified in Section III, Evaluation Criteria, will be used, in accordance with the provisions stipulated in the instructions to applicants.

Applicants will be advised in due course of the result of their applications. Only applicants prequalified under this process will be invited to bid under the international competitive bidding for the consulting services.

A shortlist of no fewer than three and no more than six firms will be invited to submit technical and financial proposals for the delivery of the services. The tender documents will be made available to the shortlisted firms only.

Applicants interested in any tenders by the GOB should be aware that the labour clauses (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 Chief Labour Officer (National Insurance Bldg., Fairchild St., Bridgetown).

All corporate applicants must include with their application a copy of the company's Certificate of Incorporation as evidence of the fact that the company is an existing registered company as of the date of application. The certificate must be in the name of the applicant.

Where the Certificate of Incorporation has not been submitted at the date of opening of bids, the applicant will be given a maximum of two weeks to meet this obligation. Failure to submit the Certificate of Incorporation within the extended period would render the tender void.

Local applicants are advised that the Certificate of Incorporation referred to above means a certificate issued under the 1995 Companies Act of Barbados or, where applicable, a Certificate of Amendment. Certificates must be dated after 31 December 1984.

Four completed applications (one original and three copies) of the expressions of interest must be submitted in English in sealed envelopes, clearly marked "Alternative Dispute Resolution Programme – Barbados Administration of Justice Programme" to the second address below. Submissions should be placed in the tenders box no later than 1630 hours (Barbados time) on Wednesday, 25 April 2007. Late submissions will not be accepted and will be returned unopened to the applicants. Applications will be opened, in the presence of the applicants' representatives who choose to attend, at the address, date and time indicated in the prequalification documents.

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

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(2) Chairman  
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