

IDB214-700/07

**Country: BARBADOS**

**Project: ADMINISTRATION OF JUSTICE PROGRAM**

**Sector: MISCELLANEOUS**

**Abstract: ALTERNATIVE DISPUTE RESOLUTION PROGRAM**

**Loan No.: 1332/OC-BA**

**Invitation to Pre-qualify**

**Deadline: 16 May 2007**

This invitation to pre-qualify for consulting services follows the general procurement notice for this project that appeared in the *UN Development Business*, Volume 25, 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 intends to apply part of the proceeds of this loan towards consulting services for an Alternative Dispute Resolution (ADR) Program.

Pre-qualification is open to applicants from eligible countries of the IDB. The Justice Improvement Program 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 & 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 given below. Office hours, 0830 to 0430 hours (Barbados time), Monday to Friday except on public holidays, and upon payment of a non-refundable fee of BDS\$50.00 or US\$ 25.00. The method of payment must be in the form of a certified check, bank draft or international money order, made payable to the Accountant General.

The Justice Improvement Program 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 pre-qualified 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 service. The tender documents will be made available to the short listed firms only.

Applicants interested in any tenders by the GOB should be aware that the labor 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 second address below. 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 at 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, 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 application void.

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

Four completed applications (one original and three copies) of the expressions of interest must be prepared in English and submitted in sealed envelopes clearly marked "Alternative Dispute Resolution Program" – "Barbados Administration of Justice Program" to the third address below.

Submissions should be placed in the tender's box located at the address above no later than 0430 hours (Barbados time) on 16 May 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 GOB reserves the right to accept or reject any application received.

(1) The Project Director  
Justice Improvement Program Secretariat  
2nd Floor Goding House, Spry St.  
St. Michael, Barbados  
Tel: (246) 427-7579  
Fax: (246) 427-8061  
E-mail: [jips@caribsurf.com](mailto:jips@caribsurf.com)

(2) Chief Labor Officer  
National Insurance Building  
Fairchild St.  
Bridgetown, Barbados

(3) The Chairman  
Special Tenders Committee  
c/o Central Purchasing Department  
Holborn Circle  
Fontabelle  
St. Michael, Barbados