

IDB425-704(OO)

BARBADOS
ADMINISTRATION OF JUSTICE PROGRAMME
Consulting Services
INSTITUTIONAL STRENGTHENING PROGRAMME FOR THE PROBATION DEPARTMENT
Loan No. 1332/OC-BA
Invitation for Prequalification

This invitation for prequalification 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 Programme and intends to apply part of the loan proceeds to consulting services for an Institutional Strengthening Programme for the Probation Department. Prequalification is open to applicants from IDB's eligible countries.

The Justice Improvement Programme Secretariat now invites sealed applications for the above-mentioned services. The project is expected to be undertaken in 120 working days over a 12-month period and involves, inter alia:

- The design of an Institutional Strengthening and Management Reorganisation Programme for the Probation Department
- Conducting a staff audit and training needs assessment
- The development of a comprehensive probation policy and procedural manual

The prequalification documents, in English, may be obtained by interested applicants on submission of a written application to the Project Director, Justice Improvement Programme Secretariat, at the address below (Office hours: 0830 to 1630 – Monday through Friday, except on Public Holidays), for a non-refundable fee of BDS\$ 50 or US\$ 25. 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 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 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 Government of Barbados should be aware that the Labour Clauses (Public Contracts) ACT CAP 349 shall in so far as it 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 (2nd Floor East, Warrens Office Complex, Saint Michael).

All corporate applicants must include with their application a copy of the company's Certificate of Incorporation (or equivalent documentation) as evidence of the fact that it 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, the applicant will be given a maximum of two weeks to meet this obligation. Failure to submit the Certificate of Incorporation (or equivalent documentation) within the extended period would render the application void.

Local applicants are advised that the certificate referred to 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 31 December 1984.

Four completed applications (one original and three copies) of the prequalification documents, in English, must be submitted in sealed envelopes clearly marked "Institutional Strengthening Programme for the Probation Department – Barbados Administration of Justice Programme" to the Chairman, Special Tenders Committee, at the second address below.

Submissions should be placed in the tenders box located at the same address no later than 1630 hours (Barbados time) on 4 July 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 received.

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