

IDB890-733(OF)

**BARBADOS
ADMINISTRATION OF JUSTICE PROGRAMME
Consultants
COURT REPORTING SERVICES
Loan No. 1332/OC-BA
Invitation for Prequalification
Deadline: 10 September 2008**

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 it intends to apply part of the loan proceeds for enhancing the court reporting capacity within the justice sector.

Prequalification is open to applicants from IDB's eligible countries. The Justice Improvement Programme Secretariat now invites sealed applications for the above-mentioned Court Reporting Services.

The project is expected to be undertaken over a 12-month period and involves inter alia:

- *Providing the Judiciary with immediate court reporting services in the courts
- *Coordinating the court reporting services of the Court Transcription Office
- *Implementing and assessing a pilot project in court reporting technology

Interested applicants may obtain further information from the Justice Improvement Programme Secretariat at the first address below, during Office hours (08:30 to 16:30, Barbados time), Monday through Friday, except on Public Holidays.

The prequalification documents, in English, may be obtained by interested applicants on the submission of a written application to the same address 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 Check, Bank Draft or International Money Order, made payable to the Accountant General.

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 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, Labour Department (2nd Floor East Warrens Office Complex, Saint Michael, Barbados).

All corporate Applicants must include with their application a copy of the company's Certificate of Incorporation 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 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 after 31 December 1984.

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 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 of the prequalification document.

Applicants will be advised in due course of the results of their applications. Only applicants prequalified under this process will be invited to bid under 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 shortlisted firms only.

Three completed applications (one original and two copies) of the prequalification documents must be prepared, in English, and submitted in sealed envelopes clearly marked "Barbados Administration of Justice Programme - Court Reporting Services" to the Chairman, Special Tenders Committee, Central Purchasing Department (second address below).

Submissions should be placed in the tenders box located at the second address no later than 1630 hours (Barbados time) on 10 September 2008. 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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