

EXPRESSION OF INTEREST (EOI)

Contract reference no.: 11thEDF/EPA/6.1/SER/18.19

Contract title: Consultancy to conduct a CARIFORUM Workshop Series on EPA Opportunities and Benefits – Enhancing Knowledge and Awareness

**The Caribbean Community** (CARIOCM), with financial assistance under the **11th EDF PAG,** intends to award a service contract for a consultancy to conduct a **CARIFORUM Workshop Series on EPA Opportunities and Benefits – Enhancing Knowledge and Awareness**. The Consultant will undertake to implement a capacity development and training public education-styled series entitled 'CARIFORUM Workshop Series on EPA Opportunities and Benefits – Enhancing Knowledge and Awareness’ in select CARIFORUM States.

The CARICOM Secretariat, the Executing Agency, now wishes to procure consultancy services for the “Conducting of a CARIFORUM Workshop Series on EPA Opportunities and Benefits – Enhancing Knowledge and Awareness”.

The main purpose of this project is to deepen and strengthen cooperation and contribute to the sustainable social and economic development of the Wider Caribbean Region. The Workshop Series will inter alia:

* Develop a cadre of persons trained in Trade in Goods provisions of the EPA in select CARIFORUM States.
* Guidance document on Trade in Goods provisions of the EPA
* Assist CARIFORUM States in their implementation of the EPA;
* Increase and maintain some in-house expertise in EPA provisions at the national level;

By the end of respective workshop engagements, participants will:

* gain a detailed understanding of the current status of the joint EPA implementation Trade in Goods agenda;
* be equipped with the tools they need to clearly identify and articulate (depending on the case) private sector organizations' or public sector institutions interests and objectives in respect of Title I-Trade in Goods;
* have shared their insights and experiences regarding how private sector organizations can better harness the EPA to either gain a foothold in or improve and expand market presence with respect to the EU; and
* have strengthened their capacity to lend assistance to their country's private sector to actively take-up opportunities in the EU market.

The duration of the assignment is expected to be for a period of three (3) Months.

The CARICOM Secretariat now invites interested eligible consultants to submit Expressions of Interest for the provision of these consultancy services.

Conditions of Participation:

Participation in tendering is open on equal terms to natural and legal persons (participating either individually or in a grouping (consortium) of tenderers which are established in a Member State of the European Union, ACP States or in a country or territory authorised by the ACP\_EC Partnership Agreement under which the contract is financed. Participation is also open to international organisations.

In the assessment of submissions, consideration will be given to technical competence, qualifications and experience, local and regional experience on similar assignments, financial capability and existing commitments. All information must be submitted in English. Further information may be obtained from the first address below between 09:00 and 16:00 hours Monday to Friday.

Expressions of Interest must be received no later than 16:00 hours on Tuesday, 3 April 2018, and can be submitted by E-mail to: [procurement@caricom.org](mailto:procurement@caricom.org) .

Following the assessment of the submissions, a shortlist of not less than three, and not more than eight applicants will be provided with the terms of reference and invited to submit technical and financial proposals to undertake the assignment. The CARICOM Secretariat reserves the right to reject late applications or to cancel the present invitation partially or in its entirety. It will not be bound to assign any reason for not short-listing any applicant and will not defray any costs incurred by any applicant in the preparation and submission of Expressions of Interest.

Mr. Chester James

Programme Manager, Procurement

CARICOM Secretariat

Turkeyen, Greater Georgetown

Guyana

[procurement@caricom.org](mailto:procurement@caricom.org)

EOIs must be submitted using the template below.

****



EXPRESSION OF INTEREST (EOI)

Contract reference no.: 11thEDF/EPA/6.1/SER/18.19

Contract title: Consultancy to conduct a CARIFORUM Workshop Series on EPA Opportunities and Benefits – Enhancing Knowledge and Awareness

**1 SUBMITTED by (i.e. the identity of the Candidate)**

|  |  |  |
| --- | --- | --- |
|  | **Name(s) of legal entity or entities making this EOI** | **Nationality[[1]](#endnote-1)** |
| **Leader[[2]](#endnote-2)** |  |  |
| **Member** |  |  |
| **Etc …** |  |  |

**2 CONTACT PERSON (for this EOI)**

|  |  |
| --- | --- |
| **Name** |  |
| **Organisation** |  |
| **Address** |  |
| **Telephone** |  |
| **Fax** |  |
| **e-mail** |  |

**3 ECONOMIC AND FINANCIAL CAPACITY[[3]](#endnote-3)**

Please complete the following table of financial data based on your annual accounts and your latest projections. If annual accounts are not yet available for this year or last year, please provide your latest estimates, clearly identifying estimated figures in italics. Figures in all columns must be calculated on the same basis to allow a direct, year-on-year comparison to be made (or, if the basis has changed, please provide an explanation of the change as a footnote to the table). Any other clarification or explanation which is judged necessary may also be provided. If the consultant is a public body, please provide equivalent information.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Financial data** | **2 years before last year[[4]](#endnote-4)**  **<insert currency>** | **Year before last year <insert currency>** | **Last year**  **<insert currency>** | **Average [[5]](#endnote-5)**  **<insert currency>** | **This year**  **<insert currency>** |
| Annual turnover[[6]](#endnote-6), excluding this contract |  |  |  |  |  |
| Current Assets[[7]](#endnote-7) |  |  |  |  |  |
| Current Liabilities[[8]](#endnote-8) |  |  |  |  |  |

**4 STAFF**

Please provide the following statistics on staff for the current year and the two previous years.[[9]](#endnote-9)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Average manpower** | **Year before last** | | **Last year** | | **This year** | |
|  | **Overall** | **Total for fields related to this contract[[10]](#endnote-10)** | **Overall** | **Total for fields related to this contract11** | **Overall** | **Total for fields related to this contract11** |
| Permanent staff[[11]](#endnote-11) |  |  |  |  |  |  |
| Other staff [[12]](#endnote-12) |  |  |  |  |  |  |
| Total |  |  |  |  |  |  |
| Permanent staff as a proportion of total staff (%) | % | % | % | % | % | % |

**5 AREAS OF SPECIALISATION**

Please fill in the table below to indicate any areas of specialist knowledge related to this contract for each legal entity making this EOI. State the type of area of specialisation as the row heading and use the name of the legal entity as the column headings. Indicate the areas of specialist knowledge each legal entity has by placing a tick (✓) in the box corresponding to the specialisation in which it has significant experience. **Maximum 10 specialisations**.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Leader | Member 2 | Member 3 | Etc … |
| Relevant specialisation 1 |  |  |  |  |
| Relevant specialisation 2 |  |  |  |  |
| Etc …[[13]](#endnote-13) |  |  |  |  |

**6 EXPERIENCE**

Please fill in the table below to summarise the main projects related to this contract carried out over the past 5 years by the legal entity or entities making this EOI. The number of references to be provided must not exceed 15 for the entire EOI.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Ref no (maximum 15)** | **Project title** | |  | | | | | |
| **Name of legal entity** | **Country** | **Overall contract value [insert currency][[14]](#endnote-14)** | **Proportion carried out by legal entity (%)** | **No of staff provided** | **Name of client** | **Origin of funding** | **Dates (start/end)[[15]](#endnote-15)** | **Name of consortium members, if any** |
| … | … | … | … | … | … | … | … | … |
| **Detailed description of project** | | | | | | **Type and scope of services provided** | | |
| … | | | | | | … | | |

**7 STATEMENT**

I, the undersigned, the authorised signatory of the above Consultant (for consortiums, this includes all consortium members), hereby declare that we have examined the REOI referred to above. If our EOI is short-listed, we fully intend to submit a tender to provide the services requested in the tender documents.

We are fully aware that, for consortia, the composition of the consortium cannot be changed in the course of the tender procedure, unless the CARICOM Secretariat has given its prior approval in writing. We are also aware that the consortium members have joint and several liability towards the CARICOM Secretariat concerning participation in the above tender procedure and any contract awarded to us as a result of it.

Signed on behalf of the Consultant

|  |  |
| --- | --- |
| **Name** |  |
| **Signature** |  |
| **Date** |  |

1. Country in which the legal entity is registered. [↑](#endnote-ref-1)
2. Add / delete additional lines for consortium members as appropriate. **Note** that a subcontractor is not considered to be a consortium member for the purposes of this EOI form. Subsequently, data on subcontractors must not appear in the data related to the economic, financial and professional capacity. If this EOI is submitted by an individual legal entity, the name of that legal entity should be entered as ‘Leader’ (and all other lines should be deleted). Any change in the identity of the Leader and/or any consortium members between the deadline for receipt of EOIs indicated in the REOI and the award of the contract is not permitted without the prior written consent of the CARICOM Secretariat. [↑](#endnote-ref-2)
3. Natural persons must prove their capacity in accordance with the selection criteria and by the appropriate means. [↑](#endnote-ref-3)
4. Last year = last accounting year for entity. [↑](#endnote-ref-4)
5. Amounts entered in the ‘Average’ column must be the mathematical average of the amounts entered in the three preceding columns of the same row. [↑](#endnote-ref-5)
6. The gross inflow of economic benefits (cash, receivables, other assets) generated from the ordinary operating activities of the enterprise (such as sales of goods, sales of services, interest, royalties, and dividends) during the year. [↑](#endnote-ref-6)
7. A balance sheet account that represents the value of all assets that are reasonably expected to be converted into cash within one year in the normal course of business. Current assets include cash, accounts receivable, inventory, marketable securities, prepaid expenses and other liquid assets that can be readily converted to cash. [↑](#endnote-ref-7)
8. A company's debts or obligations that are due within one year. Current liabilities appear on the company's balance sheet and include short term debt, accounts payable, accrued liabilities and other debts. [↑](#endnote-ref-8)
9. If this EOI is submitted by a consortium, the data in the table above must be the sum of the data in the corresponding tables in the declarations provided by the consortium members — see point 7 of this EOI form. [↑](#endnote-ref-9)
10. Corresponding to the specialisations identified in point 5 below. [↑](#endnote-ref-10)
11. Staff directlyemployed by the candidate on a permanent basis (i.e., under indefinite contracts). [↑](#endnote-ref-11)
12. Other staff not directlyemployed by the candidate on a permanent basis (i.e., under fixed-term contracts). [↑](#endnote-ref-12)
13. Add / delete additional lines and/or rows as appropriate. If this EOI is submitted by an individual legal entity, the name of the legal entity should be entered as ‘Leader’ (and all other columns should be deleted). [↑](#endnote-ref-13)
14. The effect of inflation will not be taken into account. [↑](#endnote-ref-14)
15. If the reference contract is only partially completed, please quote the percentage and value which has been completed. [↑](#endnote-ref-15)