

EXPRESSION OF INTERESTS

Please supply requested information, which will assist the CARICOM Secretariat to asses you/your company (i.e. the entity making this application) suitability to be listed in the Secretariat’s database of approved vendors of goods and services. You may also provide additional documentation (brochures, letters etc) in support of your application.

Please be assured that all information provided will be treated confidentially, and will be used solely for the purpose for which it is intended.

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

|  |  |
| --- | --- |
|  | **Name of the individual[[1]](#endnote-1)/legal entity[[2]](#endnote-2)( for e.g. a company) submitting Expression of Interest** |
| **Name** |  |
|  |  |

**2 CONTACT PERSON**

|  |  |
| --- | --- |
| **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 applicant 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)

|  |  |  |
| --- | --- | --- |
| **Staff** | **Last Year Overall** | **This Year**  **Overall** |
| Permanent staff[[10]](#endnote-10) |  |  |
| Other staff [[11]](#endnote-11) |  |  |
| Total |  |  |

**5 NATURE OF SERVICES REQUIRED**

Please fill in the table below to indicate cost of the various services offered by you/your company

|  |  |
| --- | --- |
| **Name of Services** | **Unit Cost of Services (G$)** |
| 1 Preparation and processing of Custom Declarations/Applications in ASYCUDA Customs Software for cargo consigned/or related to the CARICOM Secretariat. |  |
| 2 Preparation and processing of Custom Declarations/Applications in ASYCUDA Customs Software for cargo consigned to Senior Staff Members. |  |
| 3 Clearance of cargo from various Wharves for goods consigned to the CARICOM Secretariat. |  |
| 4 Clearance of cargo from the Cheddi Jagan International Airport, Timehri for goods consigned to the CARICOM Secretariat. |  |
| 5 Clearance of cargo from the Eugene F. Correia International Airport, Ogle for goods consigned to the CARICOM Secretariat. |  |
| 6 Any other related services |  |

**6 EXPERIENCE**

Please fill in the table below to summarise the examples of services that you have successfully provided during the past 5 years. The number of references to be provided must not exceed 10 for the entire application.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Details of Customs/Logistical Services provided** | **Years of experience in providing this item/service** | **Country where services were provided** | **Overall contract/ purchase order value [insert currency][[12]](#endnote-12)** | **Date of award of contract /purchase order and Name of client** | **Dates** | **Comments** |
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**7 STATEMENT**

I, the undersigned, the authorised signatory of the above Application, hereby declare that the information provided is accurate and complete at the time of submission.

Signed on behalf of the Applicant:

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



# INSTRUCTIONS FOR SUBMISSION OF EXPRESSIONS OF INTEREST (EOIs)

1. **Deadline for receipt of EOIs**

24th March 2022 on or before 16:30hrs (Guyana)

Any EOI received after this deadline will not be considered.

# How EOIs may be submitted

EOIs must be submitted in English and titled ‘*Application for Custom Brokerage Services*’ exclusively via email in a password protected pdf file to [procurement.tenders@caricom.org](mailto:procurement.tenders@caricom.org)

Any additional information that is deemed to be necessary by your company can be included in the submission.

# EOIs submitted by any other means will not be considered.

1. **Alteration or withdrawal of EOIs**

Interested service providers may alter or withdraw their EOI by written notification prior to the deadline for submission of EOIs. No EOI may be altered after this deadline.

Any such notification of alteration or withdrawal shall be prepared and submitted in accordance with Item 2. The outer envelope (and the relevant inner envelope if used) must be marked 'Alteration' or 'Withdrawal' as appropriate.

# Operational language

All written communications for this tender procedure and contract must be in English.

# Data Protection and Privacy

Any personal data requested is done on the authority of the CARICOM Secretariat, who for the purposes of this EOI is the contracting authority. If processing your reply to the EOI involves transfer of personal data (such as names, contact details and CVs) to the Secretariat, they will be processed solely for the purposes of the monitoring of the procurement procedure and of the implementation of the contract by the Secretariat and to comply with its obligations under its Data Protection and Privacy Rules. The intended recipients of any such data shall be staff of the Secretariat involved in the procurement procedure and contract implementation. Any personal data that is required under this EOI is compulsory and any failure to provide same may lead to rejection of the EOI. Any person whose personal data is under the control of the Secretariat pursuant to this EOI shall have the right to access, modify, correct or delete its data in accordance with the Secretariat’s [Data Protection and P](%09%09Data%20Protection%20and%20P)rivacy Rules available at <https://caricom.org/wp-content/uploads/CCS-Data-Protection-and-> [Privacy-Rules-GC.pdf](https://caricom.org/wp-content/uploads/CCS-Data-Protection-and-Privacy-Rules-GC.pdf). For the part of any personal data transferred by to the Secretariat pursuant to this tender, the controller for the processing of personal data carried out within the Secretariat is: -

# Mr. Chester James Programme Manager – Procurement Caribbean Community (CARICOM)

**Turkeyen, Greater Georgetown Guyana**

**Tel: + (592) 222 – 0104**

1. **Additional information**

The opening hours of the CARICOM Secretariat are 08:30 hrs to 16:30 hrs Monday to Friday.

Name and position of authorised representative

1. Applicant must submit a form of identification, for example an ID card or passport. [↑](#endnote-ref-1)
2. Applications submitted by a company must complete the Legal Entity form, which is attached [↑](#endnote-ref-2)
3. Only applicable to Legal entities, like a company [↑](#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 application 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 application form. [↑](#endnote-ref-9)
10. Staff directlyemployed by the candidate on a permanent basis (i.e., under indefinite contracts). [↑](#endnote-ref-10)
11. Other staff not directlyemployed by the candidate on a permanent basis (i.e., under fixed-term contracts). [↑](#endnote-ref-11)
12. [↑](#endnote-ref-12)