



COMMONWEALTH OF DOMINICA  
MINISTRY OF PUBLIC WORKS, PUBLIC UTILITIES, AND DIGITAL ECONOMY  
**CARIBBEAN DIGITAL TRANSFORMATION  
PROJECT IMPLEMENTATION UNIT**

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May 23, 2023

**Caribbean Digital Transformation Project**  
IDA – 6685-DM

**CONSOLIDATED CLARIFICATIONS #4**

**Procurement of  
System Study of Digital Strategy, Standards, Business Continuity and  
protocols, SSO and BPR of Citizen Facing Services, Electronic entry, HMIS,  
SMARTSTREAM, e-Office/DMS, Bulk Digitization and National Web Portal  
and Mobile Portal**

**Ref No: DM-MPWDE-301182-CS-QCBS**

The Project Implementation Unit of the Caribbean Digital Transformation Project (CARDTP) – Dominica responds to requests for clarification as per emails dated May 16, 2023 at 7:50 AM, May 19, 2023 at 8:44 AM and at the Pre-Proposal meeting on May 4, 2023, as follows:

S. No.	Clarification Sought	Response of PIU
1.	Since you have agreed to increase the duration of this engagement, please also share the proposed realigned timing of the deliverables and milestones.	Please refer to the Addendum # 4 issued on May 23, 2023
2.	Upon reviewing the RFP, we have observed that it mentions the requirement of an "Advance Bank Guarantee." However, we have noticed that there is no indication of the specific amount mentioned for this guarantee. Typically, such a request is commonly associated with IT development projects rather than consultancy assignments. Therefore, we kindly request clarification on whether this requirement will be applicable to the current project. Additionally, if it is indeed required, we would greatly appreciate knowing the expected amount for the guarantee.	Please refer to SCC 46.2.1 of the RFP
3.	According to Clarification #1 received on May 15, 2023, Section VII, Terms of reference, sub section IV: Scope of Work 4.1: Brief Description of the Core areas for BPR, C. the scope for the study of DMS for Digital Public Administration Office (e-Office) is removed.  a) Please advise if "e-Office/DMS" should also be removed from the official name of the consultancy and not be mentioned in our proposals.	No Change


S. No.	Clarification Sought	Response of PIU
	b) Please confirm if KE-4: BPR Specialist-e-Office/DMS is not necessary anymore since e-Office/DMS is not part of the scope.	Please refer to the Addendum # 3 issued on May 19, 2023
	c) If the KE-4: BPR Specialist-e-Office/DMS position is being removed, please advise how it affects the evaluation criteria. Considering that KE-4 is worth 8 points, how will they be redistributed to other consultants/sections?	Please refer to the Addendum # 4 issued on May 23, 2023
	d) Similarly, please advise if the total level of effort will be reduced to 264-22=242 days, or if you would like us to redistribute the 22 man days allocated to KE-4 to other positions in case it is being removed.	Please refer to the Addendum # 3 issued on May 19, 2023
4.	According to Clarification #1, the assignment is expected to start in July 2023 and to be completed within six (6) months. We kindly ask the client to also update the table of deliverables (Terms of Reference, sub section VII: Deliverables, D. List of Deliverables and Milestones) to indicate the new timeline.	Please refer to the Addendum # 4 issued on May 23, 2023
5.	According to the Terms of Reference, sub section VIII: Client's Contribution, the PIU will provide the Consultant with a number of documents and data. We kindly ask the client to provide us with the following documents that are mentioned in this paragraph: National Digital Transformation Strategy "Dynamic Dominica"; the updated Procurement Plan, Stakeholder Engagement Plan, E-waste Management Plan.	Please refer to the Project's Website, <a href="https://cardtp.gov.dm/">https://cardtp.gov.dm/</a> , for the mentioned documents under DOCUMENTS.
6.	We kindly ask the client to confirm if we should include the form TECH-8 in our proposals.	It is mandatory.  Please refer to Section 3. Technical Proposal – Standard Forms
7.	According to ITC 26.1, the single currency for the conversion of all prices expressed in various currencies into a single one is Eastern Caribbean Dollar (XCD). We kindly ask the client to allow us to submit our proposals in USD or EUR as well.	No Change
8.	According to the Terms of Reference, the Consultant is expected to provide a plan for Change Management & Capacity Building (Deliverable #8). We kindly ask the client to advise if this plan refers to the evaluation criteria (iv) Transfer of knowledge (training) program, and will be scored out of 10 points.	The Guidelines for Change Management & Capacity Building (Deliverable # 8) is a deliverable that the Bidder will have to give based on the study conducted whereas evaluation will be on Approach & methodology for preparing the guideline for Change Management & Capacity Building plan
9.	According to ITC 25.1, the Client will exclude: (a) all local identifiable indirect taxes such as sales tax, excise tax, VAT, or similar taxes levied on the contract's invoices; and (b) all additional local indirect tax on the remuneration of services rendered by non-resident experts in the Client's country. We kindly ask the client to list all the taxes that are expected to be paid by the Consultant.	Non-Resident Experts b. Withholding Taxes



S. No.	Clarification Sought	Response of PIU
10.	According to ITC 34.2, the expected date for the commencement of the services is September 25, 2023. At the same time, Clarification #1 says that the project is expected to start in July 2023. We kindly ask the client to confirm the start date of the assignment.	September 25, 2023
11.	We kindly ask the client to send us an updated RFP that incorporates all the corrections and adjustments made during the clarification stage.	Please refer to the project's website, <a href="https://cardtp.gov.dm">https://cardtp.gov.dm</a> , for all clarifications and adjustments made during the clarification stage.
12.	Considering that there are significant changes to the TOR that alters the preparation of proposals, we kindly ask the client to extend the submission deadline by at least two weeks and allow for electronic submissions. According to the World Bank regulations, the bidders should have at least 30 business days to prepare the bids, which means that the submission deadline should be pushed to at least to June 2nd, 2023 (the RFP was released on April 21, 2023).	The deadline for submission is extended to June 9, 2023 10:00am  Please refer to the addendum # 2 dated May 18, 2023

As per ITC BDS 13.1 of the RFP, the deadline for submission of request for clarification is May 17, 2023. For further information on the above mentioned procurement, please contact the Caribbean Digital Transformation Project-Project Implementation Unit, Ministry of Public Works, Public Utilities, and Digital Economy by sending an email to: Dr. Jermaine Jewel Jean-Pierre [jeanpierrej@dominica.gov.dm](mailto:jeanpierrej@dominica.gov.dm); cc: [dtpprocurement@dominica.gov.dm](mailto:dtpprocurement@dominica.gov.dm).

Please confirm in writing receipt of this Clarification.

  
 JERMAINE JEWEL JEAN-PIERRE, PhD  
 PROJECT MANAGER  
 CARIBBEAN DIGITAL TRANSFORMATION PROJECT (CARDTP)  
 MINISTRY OF PUBLIC WORKS AND THE DIGITAL ECONOMY