



COMMONWEALTH OF DOMINICA  
MINISTRY OF PUBLIC WORKS AND THE DIGITAL ECONOMY  
CARIBBEAN DIGITAL TRANSFORMATION PROJECT UNIT

## Specific Procurement Notice

# Request for Bids Information Systems

**Purchaser:** Project Implementation Unit  
**Project:** Caribbean Digital Transformation Project  
**Contract title:** Development, Establishment and Adoption of a Digital Signature Framework  
**Country:** Commonwealth of Dominica  
**Loan No.:** IDA-66850-DM  
**ISD No.:** **DM-MPWDE-306476-GO-RFB**  
**Issued on:** 22 December, 2022

1. The *Government of Commonwealth of Dominica (GoCD)* has received financing from the World Bank Group towards the cost of the *Caribbean Digital Transformation Project - Dominica* and intends to apply part of the proceeds toward payments under the contract to **Development, Establishment and Adoption of a Digital Signature Framework**.
2. The Ministry of Public Works and the Digital Economy, Caribbean Digital Transformation Project – Project Implementation Unit now invites sealed Bids from eligible Bidders to **Development, Establishment and Adoption of a Digital Signature Framework**.
3. Bidding will be conducted through international competitive bidding procedures as using a Request for Bids (RFB) as specified in the World Bank’s “Procurement Regulations for IPF Borrowers” dated July 2016, revised November 2017, August 2018 and November 2020” (“Procurement Regulations”), which can be found at the following website: [www.worldbank.org](http://www.worldbank.org) (“Procurement Regulations”), and is open to all eligible bidders as defined in the Procurement Guidelines. In addition, please refer to paragraphs 3.14 and 3.15 setting forth the World Bank’s policy on conflict of interest.
4. Interested eligible Bidders may obtain further information from the *Caribbean Digital Transformation Project-Project Implementation Unit, , Ministry of Public Works and the Digital Economy, Dr. Jermaine Jewel Jean-Pierre* on email address: [jeanpierrej@dominica.gov.dm](mailto:jeanpierrej@dominica.gov.dm); cc: [dtpprocurement@dominica.gov.dm](mailto:dtpprocurement@dominica.gov.dm) during office hours 8:00 a.m. to 5:00 p.m. on Mondays and 8:00 a.m. to 4:00 p.m. on Tuesdays to Fridays at the address given below.
5. A complete set of bidding documents in **English** may be obtained by interested eligible Bidders upon the submission of a written application to the address below. Upon receipt of the written application, the bidding document will be sent to all Bidders via e-mail.

6. Bids must be delivered to the address below at para 11 on or before 07 February, 2023 at 10:00 AM Eastern Caribbean Time (ECT). Electronic Bidding will not be permitted. **Late Bids will be rejected.** Bids will be publicly opened in the presence of the Bidders' designated representatives and anyone who chooses to attend at the address below at para 11 on 07 February, 2023 at 11:00 AM Eastern Caribbean Time (ECT)
7. The invitation to bid is divided into lots as follows:
  - **Bid - Lot 1 - Implementation of Digital Signatures in Commonwealth of Dominica**
  - **Bid - Lot 2 - Implementation of the e-Office for Document Management System (DMS)**

**Bidders must bid on all or any of the lots.**

8. For bidders submitting their bids via hand delivery, surface mail or courier services shall send to the address provided below at para 11 using the following wording on the outer envelope, if the Bidders are bidding on all lots: **“DM-MPWDE-306476-GO-RFB - Bid - Lot 1 - Implementation of Digital Signatures in Commonwealth of Dominica; and Bid - Lot 2 - Implementation of the e-Office for Document Management System (DMS); Do Not Open until (*date and time of opening*)”**

If the Bidders are bidding on one (1) lot, the envelope must be marked as follows:

- **“DM-MPWDE-306476-GO-RFB - Bid - Lot 1 - Implementation of Digital Signatures in Commonwealth of Dominica, Do Not Open until (*date and time of opening*)”; or**
  - **“DM-MPWDE-306476-GO-RFB - Bid - Lot 2 - Implementation of the e-Office for Document Management System (DMS); Do Not Open until (*date and time of opening*)”**
9. All Bids must be accompanied by a ***Bid Security***” of **USD16,000.00 for all lot using the Bid Security Guarantee form**. If a Bidder bids on one lot the ***Bid Security*** shall be **USD10,000.00 using the Bid Security Guarantee form**
  10. Attention is drawn to the Procurement Regulations requiring the Borrower to disclose information on the successful bidder's beneficial ownership, as part of the Contract Award Notice, using the Beneficial Ownership Disclosure Form as included in the bidding document.

The deadline for submission of bids is **07 February, 2023 at 10:00AM Eastern Caribbean Time.**

Bids will be publicly opened in the presence of the Bidders' designated representatives and anyone who chooses to attend at the address below or via videoconferencing platform - Zoom on **07 February, 2023 at 11:00AM. Zoom link will be sent to all bidders.**

11. The address (es) referred to above is (are):

**Dr. Jermaine Jewel Jean-Pierre,**  
Project Manager,  
Project Implementation Unit,  
Caribbean Digital Transformation Project (CARDTP),  
Ministry of Public Works and the Digital Economy  
2nd Floor First Domestic Building,  
19-21 King George V Street, Roseau  
00109-8000  
Commonwealth of Dominica  
Telephone: 1-767-266-3840/3841/3844  
Email: [jeanpierrej@dominica.gov.dm](mailto:jeanpierrej@dominica.gov.dm);  
cc [dtpprocurement@dominica.gov.dm](mailto:dtpprocurement@dominica.gov.dm)