



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

# Request for Quotations

## Procurement of:

*ESTABLISHMENT AND DEVELOPMENT OF A WEB AND  
MOBILE PORTAL APPLICATION TO ACCESS PUBLIC  
SERVICES AND INFORMATION*

**Ref No:** DM-MPWDE-301469-GO-RFQ

**Project:** Caribbean Digital Transformation Project

**Employer:** *Ministry of Public Works and the Digital Economy*

**Country:** *Commonwealth of Dominica*

**Issued on:** *August 10, 2022*

# Request for Quotations

RFQ Ref No.: DM-MPWDE-301469-GO-RFQ

RFQ Date: August 8, 2022

RFQ Date: August 10, 2022

## Request for Quotation (RFQ)

1. The *Government of the Commonwealth of Dominica* has received financing from the World Bank (Bank) toward the cost of the *Caribbean Digital Transformation Project* and intends to apply part of the proceeds toward payments under the contract for *the establishment and development of a web and mobile portal application to access public services and information – DM-MPWDE-301469-GO-RFQ*
2. The *Ministry of Public Works and the Digital Economy, Caribbean Digital transformation Project – Project implementation Unit (PIU)* now invites quotations from service providers for the Services described in Annex 1: Purchaser's Requirements, attached to this RFQ.

## Fraud and Corruption

3. The Bank requires compliance with the Bank's Anti-Corruption Guidelines and its prevailing sanctions policies and procedures as set forth in the WBG's Sanctions Framework, as set forth in the attachment to the Contract Conditions (Attachment A).
4. In further pursuance of this policy, Service Providers shall permit and shall cause their agents (where declared or not), subcontractors, subconsultants, service providers, suppliers, and personnel, to permit the Bank to inspect all accounts, records and other documents relating to the RFQ and contract performance (in the case of award), and to have them audited by auditors appointed by the Bank.

## Eligible Goods (*and Related Services if applicable*)

5. All the Goods (*and Related Services, if applicable*) to be supplied under the Contract and financed by the Bank may have their origin in any country in accordance with Para. 9.

## Eligible Service Providers

6. In case the Service Provider is a joint venture (JV), all members shall be jointly and severally liable for the execution of the entire Contract in accordance with the Contract terms. The JV shall nominate a representative who shall have the authority to conduct all business for and on behalf of any and all the members of the JV during the Request for Quotations process and, in the event the JV is awarded the Contract, during contract execution.

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7. A Service Provider may have the nationality of any country, subject to the restrictions pursuant to para. 9 and 10 hereinafter. A Service Provider shall be deemed to have the nationality of a country if the Service Provider is constituted, incorporated or registered in, and operates in conformity with, the provisions of the laws of that country, as evidenced by its articles of incorporation (or equivalent documents of constitution or association) and its registration documents, as the case may be. This criterion also shall apply to the determination of the nationality of proposed subcontractors or subconsultants for any part of the Contract including Related Services.
  8. Firms and individuals may be ineligible if so, indicated in para. 10 below and:
    - (a) as a matter of law or official regulations, the Borrower's country prohibits commercial relations with that country, provided that the Bank is satisfied that such exclusion does not preclude effective competition for the supply of Goods or the contracting of works or services required; or
    - (b) by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, the Borrower's country prohibits any import of Goods or contracting of works or services from that country, or any payments to any country, person, or entity in that country.
  9. In reference to paras. 6 and 8, for the information of service providers, at the present time firms, goods and services from the following countries are excluded from this procurement process:
    - (a) Under para. 6 and 9 (a): "*none*".
    - (b) Under para. 6 and 9 (b): "*none*".
  10. A Service Provider that has been sanctioned by the Bank, pursuant to the Bank's Anti-Corruption Guidelines, in accordance with its prevailing sanctions policies and procedures as set forth in the WBG's Sanctions Framework as described in the attachment to the Contract Conditions (Attachment A) paragraph 2.2 d., shall be ineligible to submit Quotations or be awarded or otherwise benefit from a Bank-financed contract, financially or otherwise, during such period of time as the Bank shall have determined. A list of debarred firms and individuals is available on the Bank's external website: <http://www.worldbank.org/debarr>.
  11. Service Providers that are state-owned enterprises or institutions in the Purchaser's country may be eligible to compete and be awarded a Contract(s) only if they can establish, in a manner acceptable to the Bank, that they:
    - (a) are legally and financially autonomous;
    - (b) operate under commercial law; and
    - (c) are not under supervision of the Purchaser.
  12. A Service Provider shall not have a conflict of interest. Any Service Provider found to have a conflict of interest shall be disqualified. A Service Provider may be considered to have a conflict of interest for the purpose of this Request for Quotations process, if the Service Provider:

- (a) directly or indirectly controls, is controlled by or is under common control with another Service Provider that submitted a Quotation;
- (b) receives or has received any direct or indirect subsidy from another Service Provider that submitted a Quotation;
- (c) has the same legal representative as another Service Provider that submitted a Quotation;
- (d) has a relationship with another Service Provider that submitted a Quotation, directly or through common third parties, that puts it in a position to influence the Quotation of another Service Provider, or influence the decisions of the Purchaser regarding this Request for Quotations process; or
- (e) or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the Goods, or Related Services, that are the subject of the Request for Quotations process; or
- (f) or any of its affiliates has been hired (or is proposed to be hired) by the Purchaser or Borrower for implementing the Contract; or
- (g) would be providing Goods, works, or non-consulting services resulting from, or directly related to consulting services for the preparation or implementation of the project specified in this Request for Quotations, that it provided or were provided by any affiliate that directly or indirectly controls, is controlled by, or is under common control with that firm; or
- (h) has a close business or family relationship with a professional staff of the Borrower (or of the project implementing agency, or of a recipient of a part of the loan) who: (i) are directly or indirectly involved in the preparation of the Request for Quotations or specifications and/or the evaluation of Quotations, of the subject Contract; or (ii) would be involved in the implementation or supervision of such Contract unless the conflict stemming from such relationship has been resolved in a manner acceptable to the Bank throughout the Request for Quotations process and execution of the Contract.

### **Performance Security**

13. *NA*

### **Validity of offers**

14. The offers shall be valid for One Hundred and Twenty days from the date of submission of quotations

### **Quoted Price**

- 15. The Service Provider shall quote its total price in the Service Provider's Quotation Form. *Contractors invited to quote for more than one lot may wish to offer a discount i.e., conditional discount for contract award of more than one lot.*
- 16. *The Service Provider shall also fill in its rates and prices for all items of the Services described in the attached Bill of Quantities. Items against which no rate or price is entered*

by the Contractor will not be paid for by the Employer when executed and shall be deemed covered by the rates for other items and prices in the Bill of Quantities.

The rates and prices shall include all duties, taxes, and other levies payable by the Service Provider under the Contract, as of the date 7 (seven) days prior to the deadline for submission of quotations

17. A Service Provider expecting to incur expenditures in other currencies for inputs to the Services supplied from outside the Employer's Country and wishing to be paid accordingly, shall indicate a foreign currency of its choice in addition to the local currency in: ***Eastern Caribbean Dollars (XCD)***.
18. The currency(ies) of the Quotation and the currency(ies) of payments shall be the same.

### **Technical proposal**

19. The Service Provider shall furnish a technical proposal including approach and methodology stating prerequisite equipment, personnel, schedule and any other relevant information, in sufficient detail to demonstrate the adequacy of its proposal to meet the work's requirements and the completion time

### **Clarifications**

20. Any clarification request regarding this RFQ may be sent in writing to ***Attention: Dr. Jermaine Jewel Jean-Pierre / Project Manager, Caribbean Digital Transformation Project (CARDTP), 19-21 King George V Street, 2<sup>st</sup> Floor First domestic Building, Roseau, Dominica*** Email: [jeanpierrej@dominica.gov.dm](mailto:jeanpierrej@dominica.gov.dm) cc [dtpuprocurement@dominica.gov.dm](mailto:dtpuprocurement@dominica.gov.dm) before **17 August, 2022**. The Purchaser will forward copies of its response to all Service Providers including a description of the inquiry but without identifying its source.

### **Submission of Quotations**

21. Quotations shall be submitted in the form attached at Annex 2 ***hand delivery, surface mail, courier service or electronically***. Quotations submitted as email attachments shall be in the form of scanned non- editable PDF document or images and password protected.
22. For bidders submitting their quotations via hand delivery, surface mail or courier services shall send to the address provided below using the following wording on the outer envelope: ***“Quotation - DM-MPWDE-301469-GO-RFQ – establishment and development of a web and mobile portal application to access public services and information [Bidder's Name]”***.
23. Bidders shall submit their bids electronically to the following email address [dtpuprocurement@dominica.gov.dm](mailto:dtpuprocurement@dominica.gov.dm) using the following subject ***“Quotation - DM-MPWDE-301469-GO-RFQ – establishment and development of a web and mobile portal application to access public services and information [Bidder's Name]”***.
24. Bidders submitting quotation via electronically shall submit the passwords for the quotation in a separate email at the same time submitting the quotation using the following

subject: ***“Password for Quotation - DM-MPWDE-301469-GO-RFQ - design and development of an online web and mobile portal for accessing services and information for the Government of Dominica”.***

25. The deadline for submission of Quotations is **24 August, 2022, 10:00AM Eastern Caribbean Time**. Late Bids will be rejected.
26. The address for submission of Quotations is: Attention:

***Dr. Jermaine Jewel Jean-Pierre  
Project Manager  
Project Implementation Unit  
Caribbean Digital Transformation Project  
Ministry of Public Works and the Digital Economy  
Second Floor, First Domestic Building  
19-21 King George V Street,  
Roseau,  
00109-8000  
Commonwealth of Dominica  
Email: [jeanpierrej@dominica.gov.dm](mailto:jeanpierrej@dominica.gov.dm); cc:  
[dtpuprocurement@dominica.gov.dm](mailto:dtpuprocurement@dominica.gov.dm)***

### **Opening of Quotations**

27. Quotations will be opened by the Purchaser’s representatives immediately after the deadline for the submission of Quotations.
28. Bidders must submit the passwords for the quotation in a separate email at the same time submitting the quotation with the subject ***“Password for Quotation - DM-MPWDE-301469-GO-RFQ - design and development of an online web and mobile portal for accessing services and information for the Government of Dominica”.***

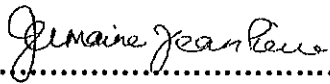
### **Evaluation of Quotations**

29. Quotations will be evaluated to ensure compliance with the Technical Specifications, Delivery and Completion Schedules and any other requirements of the RFQ.
30. The quotations will be evaluated to determine substantial responsiveness of the technical proposal.
31. For evaluation and comparison purposes, the currency(ies) of the Quotations shall be converted into a single currency. The currency that shall be used for comparison purposes to convert at the selling exchange rate offered prices expressed in various currencies into a single currency is: US Dollars The source of exchange rate shall be: Eastern Caribbean Central Bank. The date for the exchange rate shall be ***August 17, 2022***.
32. For technically compliant quotations, the total evaluated prices, excluding provisional sums and any provision for contingencies but including day works where priced competitively, will be compared to determine the lowest evaluated price/s.

**Contract Award**

- 33. The Contract will be awarded to the Service Provider who:
  - (a) meets the eligibility requirements in accordance with the RFQ;
  - (b) offers the lowest evaluated price/s,
  - (c) technically compliant quotation, and
  - (d) guarantees completion of the services by the specified date.
- 34. The Purchaser shall invite by the quickest means (*e-mail*), the successful Service Provider/s for any discussion/ negotiation that may be needed to conclude the contract or otherwise for contract signature.
- 35. The Purchaser shall communicate by the quickest means with the other Service Providers on its contract award decision. An unsuccessful Service Provider may request clarifications as to why its quotation was not determined to be successful. The Purchaser will address this request within a reasonable time.
- 36. The Purchaser shall publish a contract award notice on its website with free access, if available, or in a newspaper of national circulation or UNDB online, within 15 days after award of contract. The information shall include the name of the successful Service Provider, the Contract Price, the Contract duration, summary of its scope and the names of the Service Providers and their quoted and evaluated prices.

On behalf of the Purchaser:

**Signature:**  .....

**Name:** Jermaine Jewel Jean-Pierre, PhD

**Title/position:** PROJECT MANAGER  
Project Implementation Unit  
Caribbean Digital Transformation Project  
Ministry of Public Works and the Digital Economy

**Attachments:**

- Annex 1: Purchaser's Requirements**
- Annex 2: Quotation Form**
- Annex 3: Contract Forms**