



COMMONWEALTH OF DOMINICA
Ministry of Public Works and the Digital Economy



[IDA CREDIT: #6685-DM; PROJECT ID: P171528]

Request for Quotation of Goods

Procurement of:

Media Equipment

RFB No: DM-MPWDE-315638-GO-RFQ

Project: Caribbean Digital Transformation Project (CARDTP)

Purchaser: Ministry of Public Works and the Digital Economy

Country: Commonwealth of Dominica

Issued on:

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Request for Quotations

RFQ Date: October 11, 2022

Project Title: Caribbean Digital Transformation Project

Source of Funding: Credit No. IDA 66850-DM

RFQ Ref No.: DM-MPWDE-315638-GO-RFQ

Dear Supplier:

Request for Quotation (RFQ)

1. This RFQ is for the procurement of Goods –media equipment including cameras, mobile workstation, cables, memory cards, camera stands, inter alia,
2. The *Ministry of Public Works and the Digital Economy has received* financing from the World Bank Group (the Bank) towards the cost of the Caribbean Digital Transformation Project (CARDTP) and intends to apply part of the proceeds towards payments under the contract for *Media Equipment*
3. The *Ministry of Public Works and the Digital Economy* now invites quotations from suppliers for the Goods described in Annex 1: Purchaser’s Requirements, attached to this RFQ.

Fraud and Corruption

4. 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).
5. In further pursuance of this policy, Suppliers 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

6. All the Goods to be supplied under the Contract and financed by the Bank may have their origin in any country in accordance with Para. 10.

Eligible Suppliers

7. In case the Supplier 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.

8. A Supplier may have the nationality of any country, subject to the restrictions pursuant to para. 9 and 10 hereinafter. A Supplier shall be deemed to have the nationality of a country if the Supplier 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.
9. 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.
10. In reference to paras. 6 and 8, for the information of suppliers, 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".
11. A Supplier 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>.
12. Suppliers 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.
13. A Supplier shall not have a conflict of interest. Any Supplier found to have a conflict of interest shall be disqualified. A Supplier may be considered to have a conflict of interest for the purpose of this Request for Quotations process, if the Supplier:
 - (a) directly or indirectly controls, is controlled by or is under common control with another Supplier that submitted a Quotation;

- (b) receives or has received any direct or indirect subsidy from another Supplier that submitted a Quotation;
- (c) has the same legal representative as another Supplier that submitted a Quotation;
- (d) has a relationship with another Supplier that submitted a Quotation, directly or through common third parties, that puts it in a position to influence the Quotation of another Supplier, 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

- 14. *A Performance Security shall not be required.*

Manufacturer's Authorization

- 15. A Supplier that does not manufacture or produce the Goods it offers to supply shall submit a Manufacturer's Authorization using the form included to this RFQ to demonstrate that it has been duly authorized by the manufacturer or producer of the Goods to supply these Goods in the Purchaser's Country.

Validity of offers

- 16. The offers shall be valid until *for Ninety (90) days for the date of submission of quotations.*

Quoted Price

- 17. Prices shall be quoted in the following manner:
 - (a) For Goods to be supplied from within the Purchaser's Country:

- (i) the price of the Goods quoted CIP, including all customs duties and sales and other taxes already paid or payable on the components and raw material used in the manufacture or assembly of the Goods;
 - (ii) if known, any Purchaser's Country sales tax and other taxes which will be payable on the Goods if the Contract is awarded to the Supplier; and
- (b) For Goods to be supplied from outside the Purchaser's Country:
- (i) the price of the Goods, quoted CIP named place of destination in the Purchaser's Country

***Project Implementation Unit
Caribbean Digital Transformation Project
Ministry of Public Works and the Digital Economy
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19-21 King George V Street,
Roseau,
00109-8000
Commonwealth of Dominica***

(c) for Related Services, other than inland transportation and other services required to convey the Goods to their final destination, **whenever such Related Services are specified in the Schedule of Requirements**, the price of each item comprising the Related Services (inclusive of any applicable taxes).

18. The Supplier may quote its price in a foreign currency of its choice in addition to the currency of the Purchaser's Country (for any local costs as applicable).

Clarifications

19. 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, 2st Floor First domestic Building, Roseau, Dominica** Email: jeanpierrej@dominica.gov.dm cc dtpprocurement@dominica.gov.dm before **18 October, 2022**. The Purchaser will forward copies of its response to all Suppliers including a description of the inquiry but without identifying its source. Interested Bidders can visit: <https://dominica.gov.dm/vacancies> or <http://cardtp.gov.dm/procurement-activities> for the RFQ document.

Submission of Quotations

20. Quotations are to be submitted in the form attached at Annex 2 and **hand delivery, surface mail, courier service or electronically**. Quotations submitted as email attachments shall be in the form of scanned non- editable images. Quotations submitted electronically shall be password encrypted.
21. The deadline for submission of Quotations is **25 October, 2022 at 11:00 AM Eastern Caribbean Time**.

22. Bidders may submit their bids electronically to the following email address dtpprocurement@dominica.gov.dm using the following subject “**Quotation - DM-MPWDE-315638-GO-RFQ – Media Equipment [Bidder’s Name] – Do not open before [insert time and date of quotation opening].**”
23. For Bidders submitting quotations electronically shall provide in a separate email the password for the quotation using the subject “**Password for Quotation - DM-MPWDE-315638-GO-RFQ - Media Equipment.**”
24. 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; cc: dtpprocurement@dominica.gov.dm

Opening of Quotations

25. Quotations will be opened by the Purchaser’s representatives immediately after the deadline for the submission of Quotations.

Evaluation of Quotations

26. Quotations will be evaluated to ensure compliance with the Technical Specifications, Delivery and Completion Schedules and any other requirements of the RFQ.
27. The comparison shall be on the basis of CIP (place of final destination) prices for Goods to be supplied from outside the Purchaser’ country and EXW prices plus cost of inland transportation and insurance to place of destination, for Goods supplied from within the Borrower’s country; together with prices for any required installation, training, commissioning and other services. The evaluation of prices shall not take into account custom duties and other taxes levied on imported goods quoted CIP and sales and similar taxes levied in connection with the sale or delivery of goods.
28. The lowest evaluated price will be determined after correcting any arithmetic errors and other specified adjustments, if any.
29. “Quotations will be evaluated for each item and the Contract will comprise the item(s) awarded to the successful Supplier.”
30. “Quotation will be evaluated for the whole lot/package under this RFQ. If a Price Schedule shows items listed but not priced, their prices shall be assumed to be included in the prices of other items. An item not listed in the Price Schedule shall be assumed not included in the Quotation, and provided that the Quotation is substantially responsive, the average of

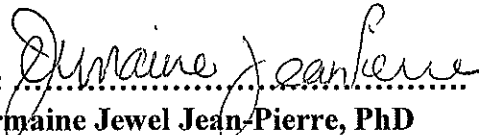
the item price as quoted by substantially responsive Suppliers will be added to the Quoted Price and the equivalent total price of the Quotation so determined will be used for price comparison.”

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: ***Eastern Caribbean Dollars***. The source of exchange rate shall be: ***Eastern Caribbean Central Bank***. The date for the exchange rate shall be: ***18 October, 2022***

Contract Award

32. The Contract will be awarded to the Supplier/s who:
- (a) is eligible and offers eligible Goods;
 - (b) offers the lowest evaluated price/s,
 - (c) technically compliant quotation, and
 - (d) guarantees delivery, in accordance with the delivery period/s.
33. The Purchaser shall invite by the quickest means ***e-mail*** the successful Supplier/s for any discussion/ negotiation that may be needed to conclude the contract or otherwise for contract signature.
34. The Purchaser shall communicate by the quickest means with the other Suppliers on its contract award decision. An unsuccessful supplier may request clarifications as to why its quotation was not determined to be successful. The Purchaser will address this request within a reasonable time.
35. 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 Supplier, the Contract Price, the Contract duration, summary of its scope and the names of the Suppliers 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**