

26 January 2023

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

**Addendum No 1**

to

**REQUEST FOR BIDS**

**FOR**

**PROCUREMENT OF:**

**Development, Establishment and Adoption of a Digital Signature Framework**

**RFP No.: DM-MPWDE-306476-GO-RFB**

**Addendum No. 1**

**Reference: Development, Establishment and Adoption of a Digital Signature  
Framework - DM-MPWDE-306476-GO-RFB**

**Date of Issue: 26 January 2023**

Pursuant to Section 1, Instructions to Bidders (ITB), Clause 7, Clarification of Bidding Document, Site Visit, Pre-bid Meeting and Clause 8 Amendment of Bidding Document, the Request for Bids is hereby amended as follows:

1. Section 2, Bid Data Sheet (BDS), ITB Clause 23.1 shall be deleted in its entirety and replaced with the following:

For Bid submission purposes only, the Purchaser's address is:

Attention : **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

The deadline for Bid submission is:

Date: **21 February, 2023**  
Time: **10:00 AM**

2. Section 2, Bid Data Sheet (BDS), ITB Clause 26.1 shall be deleted in its entirety and replaced with the following:

The Bid opening shall take place at:

**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**

**Date: 21 February, 2023**  
**Time: 11:00 AM Eastern Caribbean Time**

3. Section 2, Bid Data Sheet (BDS), ITB, Clause 33.1 shall be deleted in its entirety and replace with the following:

The currency(ies) of the Bid shall be converted into a single currency as follows: **Eastern Caribbean Dollar (XCD)**

The currency that shall be used for Bid evaluation and comparison purposes to convert all Bid prices expressed in various currencies into a single currency is: **Eastern Caribbean Dollar (XCD)**

The source of exchange rate shall be: **Eastern Caribbean Central Bank (ECCB)**

The date for the exchange rate shall be: **07 February, 2023**

4. Section 2, Bid Data Sheet (BDS), ITB, Clause 35.4 shall be deleted in its entirety and replace with the following:

The Purchaser's evaluation of responsive Bids "*will take*" into account scored technical factors, in addition to cost factors.

The technical factors (sub-factors) and the corresponding weight out of 100% are:

**For Lot-1**

	<b>Rated Category and Features</b>	<b>Weight in %age</b>
<b>Category-1</b>	<b>1. Technical Factor</b>	<b>40%</b>
a.	General Experience	10
b.	Specific Experience	20
c.	Approach & Methodology	35
d.	Work Plan	15
e.	Staff Scheduling	10
f.	CMMi level 5 Certification, ISO-27001, ISO 20000; ISO-9001	10
<b>Category-2</b>	<b>2. Team Leader &amp; Digital Signature Specialist</b>	<b>20%</b>
a.	Professional Qualification	20
b.	Year of Relevant Experience	35
c.	Relevant technical and management experience	45
<b>Category-3</b>	<b>3. Business Analyst/Solution Architect</b>	<b>20%</b>
a.	Professional Qualification	20
b.	Year of Relevant Experience	35
c.	Relevant technical and management experience	45
<b>Category-4</b>	<b>4. Change Management and Training Expert</b>	<b>20%</b>
a.	Professional Qualification	20

	<b>Rated Category and Features</b>	<b>Weight in %age</b>
b.	Year of Relevant Experience	35
c.	Relevant technical and management experience	45
	<b>Technical Score (T)</b>	<b>100%</b>

**For Lot-2**

	<b>Rated Category and Features</b>	<b>Weight in %age</b>
<b>Category-1</b>	<b>1.Technical Factor</b>	<b>40%</b>
a.	General Experience	10
b.	Specific Experience	20
c.	Approach & Methodology	35
d.	Work Plan	15
e.	Staff Scheduling	10
f.	CMMi level 5 Certification, ISO-27001, ISO 20000; ISO-9001	10
<b>Category-2</b>	<b>2.Team Leader &amp; DMS/e-Office Specialist</b>	<b>20%</b>
a.	Professional Qualification	20
b.	Year of Relevant Experience	35
c.	Relevant technical and management experience	45
<b>Category-3</b>	<b>3.Business Analyst</b>	<b>20%</b>
a.	Professional Qualification	20
b.	Year of Relevant Experience	35
c.	Relevant technical and management experience	45
<b>Category-4</b>	<b>4.Change Management &amp; Capacity Building Expert</b>	<b>20%</b>
a.	Professional Qualification	20
b.	Year of Relevant Experience	35
c.	Relevant technical and management experience	45
	<b>Technical Score (T)</b>	<b>100%</b>

The technical proposal scoring methodology is specified in Section III- Evaluation and Qualification Criteria.

- Section VII, Purchaser's Requirements, A. Implementation Schedule Table shall be deleted in its entirety and replace with the following:

The engagement is envisaged for a total 18 months since contract signing to the O&M. Following is indicative implementation schedule for the Supplier to perform:

Indicative Activities	Time Period
Effective date of contract	T <sub>0</sub>
Mobilization	T <sub>0</sub> = 2 Weeks
Project kick-off	T <sub>1</sub> = T <sub>0</sub> + 1 Weeks
Business Analysis	T <sub>2</sub> = T <sub>1</sub> + 3 Weeks
Solution Architecture	T <sub>3</sub> = T <sub>2</sub> + 3 Weeks
System Specifications and requirements	T <sub>4</sub> = T <sub>3</sub> + 2 Weeks
Data Hosting	T <sub>5</sub> = T <sub>4</sub> + 1 Week
Licensing	T <sub>5</sub> = T <sub>4</sub> + 1 Week
Change Management and Training	T <sub>6</sub> = T <sub>5</sub> + 3 Weeks
Implementation of the System	T <sub>7</sub> = T <sub>6</sub> + 14 Weeks
Maintenance, Support and Continuing Services	T <sub>8</sub> = TBD

6. Section VII, Purchaser's Requirements – 2. Scope of Work – 2.1.2 – The envisaged solution – 4. Integration with existing systems and other modules: ii. Leave Management System (eLeave); iii. Tour Management System (eTour) and iv. Employee Record Management System (eEmployee) shall be deleted in its entirety and replace with the following:

ii. **Leave Management System (eLeave):** This automates the leave application and approval process. Currently, GoCD manages leaves using its Human Resource Management System (HRMS). The Consultant is only required to perform integration services. No BPR is required

iii. **Tour Management System (eTour):** This automates employee tour programs. The Consultant is only required to perform integration services. No BPR is required

iv. **Employee Record Management System (e-Employee):** This module manages the employee service book, annual appraisals, etc. Some of the functionalities of this module is already build in the HRMS system build by GoCD. The Consultant is only required to perform integration services. No BPR is required.

7. Section IV- Price Schedule Forms, The Price Schedule Forms 3.1, 3.2, 3.3, 3.4, 3.5, 3.6 shall be deleted in its entirety and replace with the following:

**For Lot 1:**

**3.1 Grand Summary Cost Table**

		<i>[ insert: Local Currency ] Price</i>	<i>[ insert: Foreign Currency A ] Price</i>	<i>[ insert: Foreign Currency B ] Price</i>	<i>[ insert: Foreign Currency C ] Price</i>
1.	Supply and Installation Costs (from Supply and Installation Cost Summary Table)				
2.	Recurrent Costs (from Recurrent Cost Summary Table)				
4.	Grand Totals (to Bid Submission Form)				

Name of Bidder:		
Authorized Signature of Bidder:		

### 3.2 Supply and Installation Cost Summary Table

Costs MUST reflect prices and rates quoted in accordance with ITB 17 and 18.

Line Item No.	Item	Supply and Installation Cost Sub-Table No.	Supply & Installation Prices				
			Locally supplied items	Items supplied from outside the Purchaser's Country			
			<i>[ insert: Local Currency ]</i> Price	<i>[ insert: Local Currency ]</i> Price	<i>[ insert: Foreign Currency A ]</i> Price	<i>[ insert: Foreign Currency B ]</i> Price	<i>[ insert: Foreign Currency C ]</i> Price
1.	Study of the departments and submission of the Detailed Analysis, Physical Design and Integrated system documents	1					
2.	Software License	2					
3.	Customization & Integration	3					
4.	Capacity Building and Training	4					
5.	Fault-free trial operation of the Digital Signature Framework in one (1) Ministry and one (1) Department	5					
6.	OAT of the Digital Signature Framework	6					
7.	Commissioning/installation of the Digital Signature Framework	7					
8.	Any other item as deemed necessary						
TOTAL (To Grand Summary Table)							

**Note:** - - indicates not applicable. --Indicates repetition of table entry above. Refer to the relevant Supply and Installation Cost Sub-Table for the specific components that constitute each Subsystem or line item in this summary table

Name of Bidder:		
Authorized Signature of Bidder:		



### 3.3 Recurrent Cost Summary Table

Costs MUST reflect prices and rates quoted in accordance with ITB 17 and ITB 18.

Line Item No.	Subsystem / Item	Recurrent Cost Sub-Table No.	[ insert: Local Currency ] Price	[ insert: Foreign Currency A ] Price	[ insert: Foreign Currency B ] Price	[ insert: Foreign Currency C ] Price
A	Team Leader	A1				
B	Business Analyst cum technical support	A1				
C	Helpdesk Operator	A1				
E	Change Management & Capacity Building Expert	A1				
F	Hosting Charges	A2				
G	License Fees for Digital Certificate – 1000 users	A3				
H	License Fees for Digital Certificate – 10000 users	A3				
I	Any other item as deemed necessary					
Subtotals (to Grand Summary Table)						

**Note:** Refer to the relevant Recurrent Cost Sub-Tables for the specific components that constitute the Subsystem or line item in this summary table.

Name of Bidder:	
Authorized Signature of Bidder:	

### 3.4 Supply and Installation Cost Sub-Table 1

**Line item number: 1 - Study of the departments and submission of the Detailed Analysis, Physical Design and Integrated system documents**

Prices, rates, and subtotals **MUST** be quoted in accordance with ITB 17 and ITB 18.

				Unit Prices / Rates					Total Prices				
				Supplied Locally	Supplied from outside the Purchaser's Country				Supplied Locally	Supplied from outside the Purchaser's Country			
Component No.	Component Description	Country of Origin Code	Quantity	[ insert: local currency]	[ insert: local currency]	[ insert: foreign currency A]	[ insert: foreign currency B]	[ insert: foreign currency C]	[ insert: local currency]	[ insert: local currency]	[ insert: foreign currency A]	[ insert: foreign currency B]	[ insert: foreign currency C]
X.1	---	--	--	--	--	--	--	--					
Subtotals (to [ insert: line item ] of Supply and Installation Cost Summary Table)													

**Note:** -- indicates not applicable.

Name of Bidder:	
Authorized Signature of Bidder:	

### Supply and Installation Cost Sub-Table 2

Line item number: 2 - Software License

Prices, rates, and subtotals MUST be quoted in accordance with ITB 17 and ITB 18.

				Unit Prices / Rates					Total Prices				
				Supplied Locally	Supplied from outside the Purchaser's Country				Supplied Locally	Supplied from outside the Purchaser's Country			
Component No.	Component Description	Country of Origin Code	Quantity	<i>[ insert: local currency ]</i>	<i>[ insert: local currency ]</i>	<i>[ insert: foreign currency A ]</i>	<i>[ insert: foreign currency B ]</i>	<i>[ insert: foreign currency C ]</i>	<i>[ insert: local currency ]</i>	<i>[ insert: local currency ]</i>	<i>[ insert: foreign currency A ]</i>	<i>[ insert: foreign currency B ]</i>	<i>[ insert: foreign currency C ]</i>
1		--	--	--	--	--	--	--					
2													
3													
4													
5													
6													
Subtotals (to <i>[ insert: line item ]</i> of Supply and Installation Cost Summary Table)													

**Note:** -- indicates not applicable.

Name of Bidder:	
Authorized Signature of Bidder:	

### Supply and Installation Cost Sub-Table 3

Line item number: 3 – Customization & Integration

Prices, rates, and subtotals MUST be quoted in accordance with ITB 17 and ITB 18.

Component No.	Component Description	Country of Origin Code	Quantity	Unit Prices / Rates					Total Prices				
				Supplied Locally	Supplied from outside the Purchaser's Country			Supplied Locally	Supplied from outside the Purchaser's Country				
				[ insert: local currency]	[ insert: local currency]	[ insert: foreign currency A]	[ insert: foreign currency B]	[ insert: foreign currency C]	[ insert: local currency]	[ insert: local currency]	[ insert: foreign currency A]	[ insert: foreign currency B]	[ insert: foreign currency C]
		--	--	--	--	--	--	--					
Subtotals (to [ insert: line item ] of Supply and Installation Cost Summary Table)													

**Note:** -- indicates not applicable.

Name of Bidder:	
Authorized Signature of Bidder:	

### Supply and Installation Cost Sub-Table 4

Line item number: 4 – Capacity Building and Training

Prices, rates, and subtotals MUST be quoted in accordance with ITB 17 and ITB 18.

Component No.	Component Description	Country of Origin Code	Quantity	Unit Prices / Rates					Total Prices				
				Supplied Locally	Supplied from outside the Purchaser's Country			Supplied Locally	Supplied from outside the Purchaser's Country				
				[ insert: local currency ]	[ insert: local currency ]	[ insert: foreign currency A ]	[ insert: foreign currency B ]	[ insert: foreign currency C ]	[ insert: local currency ]	[ insert: local currency ]	[ insert: foreign currency A ]	[ insert: foreign currency B ]	[ insert: foreign currency C ]
X.1	---	--	--	--	--	--	--	--					
Subtotals (to [ insert: line item ] of Supply and Installation Cost Summary Table)													

Note: -- indicates not applicable.

Name of Bidder:	
Authorized Signature of Bidder:	

### Supply and Installation Cost Sub-Table 5

**Line item number: 5 - Fault-free trial operation of the Digital Signature Framework in one (1) Ministry and one (1) Department**

Prices, rates, and subtotals MUST be quoted in accordance with ITB 17 and ITB 18.

				Unit Prices / Rates					Total Prices				
				Supplied Locally	Supplied from outside the Purchaser's Country			Supplied Locally	Supplied from outside the Purchaser's Country				
Component No.	Component Description	Country of Origin Code	Quantity	[ insert: local currency]	[ insert: local currency]	[ insert: foreign currency A]	[ insert: foreign currency B]	[ insert: foreign currency C]	[ insert: local currency]	[ insert: local currency]	[ insert: foreign currency A]	[ insert: foreign currency B]	[ insert: foreign currency C]
X.1	---	--	--	--	--	--	--	--					
Subtotals (to [ insert: <i>line item</i> ] of Supply and Installation Cost Summary Table)													

**Note:** -- indicates not applicable.

Name of Bidder:	
Authorized Signature of Bidder:	

### Supply and Installation Cost Sub-Table 6

Line item number: 6 – OAT of the Digital Signature Framework

Prices, rates, and subtotals MUST be quoted in accordance with ITB 17 and ITB 18.

Component No.	Component Description	Country of Origin Code	Quantity	Unit Prices / Rates					Total Prices				
				Supplied Locally	Supplied from outside the Purchaser's Country			Supplied Locally	Supplied from outside the Purchaser's Country				
				[ insert: local currency ]	[ insert: local currency ]	[ insert: foreign currency A ]	[ insert: foreign currency B ]	[ insert: foreign currency C ]	[ insert: local currency ]	[ insert: local currency ]	[ insert: foreign currency A ]	[ insert: foreign currency B ]	[ insert: foreign currency C ]
X.1	_____	--	--	--	--	--	--	--					
Subtotals (to [ insert: line item ] of Supply and Installation Cost Summary Table)													

**Note:** -- indicates not applicable.

Name of Bidder:	
Authorized Signature of Bidder:	

### Supply and Installation Cost Sub-Table 7

Line item number: 7 - Commissioning/installation of the Digital Signature Framework

Prices, rates, and subtotals MUST be quoted in accordance with ITB 17 and ITB 18.

Component No.	Component Description	Country of Origin Code	Quantity	Unit Prices / Rates					Total Prices				
				Supplied Locally	Supplied from outside the Purchaser's Country			Supplied Locally	Supplied from outside the Purchaser's Country				
				<i>[ insert: local currency ]</i>	<i>[ insert: local currency ]</i>	<i>[ insert: foreign currency A ]</i>	<i>[ insert: foreign currency B ]</i>	<i>[ insert: foreign currency C ]</i>	<i>[ insert: local currency ]</i>	<i>[ insert: local currency ]</i>	<i>[ insert: foreign currency A ]</i>	<i>[ insert: foreign currency B ]</i>	<i>[ insert: foreign currency C ]</i>
X.1	---	--	--	--	--	--	--	--					
Subtotals (to <i>[ insert: line item ]</i> of Supply and Installation Cost Summary Table)													

**Note:** -- indicates not applicable.

Name of Bidder:	
Authorized Signature of Bidder:	



### 3.5 Recurrent Cost Sub-Table A1

Costs MUST reflect prices and rates quoted in accordance with ITB 17 and ITB 18.

Item No.	Item	Nos	Total Person-days	Unit Price/person-day	Total	Sub-total for XCD
A	Team Leader					
B	Business Analyst cum technical support					
C	Helpdesk Operator					
E	Change Management & Capacity Building Expert					
	Subtotals:					--

Name of Bidder:	
Authorized Signature of Bidder:	

### Recurrent Cost Sub-Table A2

Costs MUST reflect prices and rates quoted in accordance with ITB 17 and ITB 18.

Item No.	Item	Nos	Unit Price	Total	Sub-total for XCD
A	Hosting Charges				
B					
C					
E					
	Subtotals:				--

Name of Bidder:	
Authorized Signature of Bidder:	

### Recurrent Cost Sub-Table A3

Costs MUST reflect prices and rates quoted in accordance with ITB 17 and ITB 18.

Item No.	Item	Nos	Unit Price	Total	Sub-total for XCD
A	License Fees for Digital Certificate – 1000 users				
B	License Fees for Digital Certificate – 10000 users				
C					
E					
	Subtotals:				--

Name of Bidder:	
Authorized Signature of Bidder:	



**For Lot 2:**

**3.1 Grand Summary Cost Table**

		<i>[ insert: Local Currency ] Price</i>	<i>[ insert: Foreign Currency A ] Price</i>	<i>[ insert: Foreign Currency B ] Price</i>	<i>[ insert: Foreign Currency C ] Price</i>
1.	Supply and Installation Costs (from Supply and Installation Cost Summary Table)				
2.	Recurrent Costs (from Recurrent Cost Summary Table)				
4.	<b>Grand Totals (to Bid Submission Form)</b>				

Name of Bidder:		
Authorized Signature of Bidder:		

### 3.2 Supply and Installation Cost Summary Table

Costs MUST reflect prices and rates quoted in accordance with ITB 17 and 18.

Line Item No.	Item	Supply and Installation Cost Sub-Table No.	Supply & Installation Prices				
			Locally supplied items	Items supplied from outside the Purchaser's Country			
			<i>[ insert: Local Currency ]</i> Price	<i>[ insert: Local Currency ]</i> Price	<i>[ insert: Foreign Currency A] Price</i>	<i>[ insert: Foreign Currency B] Price</i>	<i>[ insert: Foreign Currency C] Price</i>
1.	Study of the departments and submission of the Detailed Analysis, Physical Design and Integrated system documents	1					
2.	Setting up of development, testing and staging environment in the Data Center and Disaster Recovery Centre and recommendation of hardware specification for production	2					
3.	eOffice for DMS design, development/customization, integration & testing	3					
4.	Capacity Building and Training	4					
5.	Fault-free trial operation of the eOffice for DMS in one (1) Ministry and one (1) Department	5					
6.	OAT of the eOffice for DMS	6					
7.	Commissioning/installation of the eOffice for DMS in all MDAs	7					

			<b>Supply &amp; Installation Prices</b>				
			<b>Locally supplied items</b>	<b>Items supplied from outside the Purchaser's Country</b>			
<b>Line Item No.</b>	<b>Item</b>	<b>Supply and Installation Cost Sub-Table No.</b>	<i>[ insert: Local Currency ]</i> Price	<i>[ insert: Local Currency ]</i> Price	<i>[ insert: Foreign Currency A]</i> Price	<i>[ insert: Foreign Currency B]</i> Price	<i>[ insert: Foreign Currency C]</i> Price
<b>8.</b>	Any other item as deemed necessary						
TOTAL (To Grand Summary Table)							

**Note:** - - indicates not applicable. “Indicates repetition of table entry above. Refer to the relevant Supply and Installation Cost Sub-Table for the specific components that constitute each Subsystem or line item in this summary table

Name of Bidder:	
Authorized Signature of Bidder:	

### 3.3 Recurrent Cost Summary Table

Costs MUST reflect prices and rates quoted in accordance with ITB 17 and ITB 18.

<b>Line Item No.</b>	<b>Subsystem / Item</b>	<b>Recurrent Cost Sub-Table No.</b>	<i>[ insert: Local Currency ] Price</i>	<i>[ insert: Foreign Currency A ] Price</i>	<i>[ insert: Foreign Currency B ] Price</i>	<i>[ insert: Foreign Currency C ] Price</i>
A	Team Leader & DMS/e-Office Specialist	A1				
B	Business Analyst	A1				
C	Helpdesk Operator	A1				
D	Database Administrator	A1				
E	Change Management & Capacity Building Expert	A1				
F	Any other items as deemed necessary					
<b>Subtotals (to Grand Summary Table)</b>						

**Note:** Refer to the relevant Recurrent Cost Sub-Tables for the specific components that constitute the Subsystem or line item in this summary table.

Name of Bidder:	
Authorized Signature of Bidder:	



### 3.4 Supply and Installation Cost Sub-Table 1

Line item number: 1 - Study of the departments and submission of the Detailed Analysis, Physical Design and Integrated system documents

Prices, rates, and subtotals MUST be quoted in accordance with ITB 17 and ITB 18.

				Unit Prices / Rates					Total Prices				
				Supplied Locally	Supplied from outside the Purchaser's Country			Supplied Locally	Supplied from outside the Purchaser's Country				
Component No.	Component Description	Country of Origin Code	Quantity	[ insert: local currency]	[ insert: local currency]	[ insert: foreign currency A ]	[ insert: foreign currency B ]	[ insert: foreign currency C ]	[ insert: local currency]	[ insert: local currency]	[ insert: foreign currency A ]	[ insert: foreign currency B ]	[ insert: foreign currency C ]
X.1	_____	--	--	--	--	--	--	--					
Subtotals (to [ insert: line item ] of Supply and Installation Cost Summary Table)													

Note: -- indicates not applicable.

Name of Bidder:	
Authorized Signature of Bidder:	

### Supply and Installation Cost Sub-Table 2

**Line item number: 2 - Setting up of development, testing and staging environment in the Data Center and Disaster Recovery Centre and recommendation of hardware specification for production**

Prices, rates, and subtotals **MUST** be quoted in accordance with ITB 17 and ITB 18.

				Unit Prices / Rates					Total Prices				
				Supplied Locally	Supplied from outside the Purchaser's Country			Supplied Locally	Supplied from outside the Purchaser's Country				
Component No.	Component Description	Country of Origin Code	Quantity	<i>[ insert: local currency ]</i>	<i>[ insert: local currency ]</i>	<i>[ insert: foreign currency A ]</i>	<i>[ insert: foreign currency B ]</i>	<i>[ insert: foreign currency C ]</i>	<i>[ insert: local currency ]</i>	<i>[ insert: local currency ]</i>	<i>[ insert: foreign currency A ]</i>	<i>[ insert: foreign currency B ]</i>	<i>[ insert: foreign currency C ]</i>
	---	--	--	--	--	--	--	--					
Subtotals (to <i>[ insert: line item ]</i> of Supply and Installation Cost Summary Table)													

**Note:** -- indicates not applicable.

Name of Bidder:	
Authorized Signature of Bidder:	



				Unit Prices / Rates					Total Prices				
				Supplied Locally	Supplied from outside the Purchaser's Country				Supplied Locally	Supplied from outside the Purchaser's Country			
Component No.	Component Description	Country of Origin Code	Quantity	[ insert: local currency]	[ insert: local currency]	[ insert: foreign currency A]	[ insert: foreign currency B]	[ insert: foreign currency C]	[ insert: local currency]	[ insert: local currency]	[ insert: foreign currency A]	[ insert: foreign currency B]	[ insert: foreign currency C]
5													
Subtotals (to [ insert: line item ] of Supply and Installation Cost Summary Table)													

**Note:** -- indicates not applicable.

Name of Bidder:	
Authorized Signature of Bidder:	

### Supply and Installation Cost Sub-Table 4

Line item number: 4 – Capacity Building and Training

Prices, rates, and subtotals MUST be quoted in accordance with ITB 17 and ITB 18.

Component No.	Component Description	Country of Origin Code	Quantity	Unit Prices / Rates					Total Prices				
				Supplied Locally	Supplied from outside the Purchaser's Country			Supplied Locally	Supplied from outside the Purchaser's Country				
				[ insert: local currency]	[ insert: local currency]	[ insert: foreign currency A]	[ insert: foreign currency B]	[ insert: foreign currency C]	[ insert: local currency]	[ insert: local currency]	[ insert: foreign currency A]	[ insert: foreign currency B]	[ insert: foreign currency C]
X.1	---	--	--	--	--	--	--	--					
Subtotals (to [ insert: line item ] of Supply and Installation Cost Summary Table)													

**Note:** -- indicates not applicable.

Name of Bidder:	
Authorized Signature of Bidder:	

### Supply and Installation Cost Sub-Table 5

**Line item number: 5 - Fault-free trial operation of the eOffice for DMS in one (1) Ministry and one (1) Department**

Prices, rates, and subtotals MUST be quoted in accordance with ITB 17 and ITB 18.

				Unit Prices / Rates					Total Prices				
				Supplied Locally	Supplied from outside the Purchaser's Country				Supplied Locally	Supplied from outside the Purchaser's Country			
Component No.	Component Description	Country of Origin Code	Quantity	<i>[ insert: local currency ]</i>	<i>[ insert: local currency ]</i>	<i>[ insert: foreign currency A ]</i>	<i>[ insert: foreign currency B ]</i>	<i>[ insert: foreign currency C ]</i>	<i>[ insert: local currency ]</i>	<i>[ insert: local currency ]</i>	<i>[ insert: foreign currency A ]</i>	<i>[ insert: foreign currency B ]</i>	<i>[ insert: foreign currency C ]</i>
X.1	_____	--	--	--	--	--	--	--					
Subtotals (to <i>[ insert: line item ]</i> of Supply and Installation Cost Summary Table)													

**Note:** -- indicates not applicable.

Name of Bidder:	
Authorized Signature of Bidder:	

### Supply and Installation Cost Sub-Table 6

Line item number: 6 – OAT of the eOffice for DMS

Prices, rates, and subtotals MUST be quoted in accordance with ITB 17 and ITB 18.

				Unit Prices / Rates					Total Prices				
				Supplied Locally	Supplied from outside the Purchaser's Country			Supplied Locally	Supplied from outside the Purchaser's Country				
Component No.	Component Description	Country of Origin Code	Quantity	[ insert: local currency]	[ insert: local currency]	[ insert: foreign currency A ]	[ insert: foreign currency B ]	[ insert: foreign currency C ]	[ insert: local currency]	[ insert: local currency]	[ insert: foreign currency A ]	[ insert: foreign currency B ]	[ insert: foreign currency C ]
X.1	_____	--	--	--	--	--	--	--					
Subtotals (to [ insert: line item ] of Supply and Installation Cost Summary Table)													

**Note:** -- indicates not applicable.

Name of Bidder:	
Authorized Signature of Bidder:	

### Supply and Installation Cost Sub-Table 7

Line item number: 7 - Commissioning/installation of the eOffice for DMS in all MDAs

Prices, rates, and subtotals MUST be quoted in accordance with ITB 17 and ITB 18.

				Unit Prices / Rates					Total Prices				
				Supplied Locally	Supplied from outside the Purchaser's Country			Supplied Locally	Supplied from outside the Purchaser's Country				
Component No.	Component Description	Country of Origin Code	Quantity	[ insert: local currency]	[ insert: local currency]	[ insert: foreign currency A ]	[ insert: foreign currency B ]	[ insert: foreign currency C ]	[ insert: local currency]	[ insert: local currency]	[ insert: foreign currency A ]	[ insert: foreign currency B ]	[ insert: foreign currency C ]
X.1	_____	--	--	--	--	--	--	--					
Subtotals (to [ insert: line item ] of Supply and Installation Cost Summary Table)													

**Note:** -- indicates not applicable.

Name of Bidder:	
Authorized Signature of Bidder:	



### 3.5 Recurrent Cost Sub-Table A1

Costs MUST reflect prices and rates quoted in accordance with ITB 17 and ITB 18.

Item No.	Item	Nos	Total Person-days	Unit Price/person-day	Total	Sub-total for XCD
A	Team Leader & DMS/e-Office Specialist					
B	Business Analyst					
C	Helpdesk Operator					
D	Database Administrator					
E	Change Management & Capacity Building Expert					
F	Telecommunications costs [to be detailed]					
G	[Identify other recurrent costs as may apply]					
	Subtotals:					--

Name of Bidder:	
Authorized Signature of Bidder:	





COMMONWEALTH OF DOMINICA  
MINISTRY OF PUBLIC WORKS AND THE DIGITAL ECONOMY

**CARIBBEAN DIGITAL TRANSFORMATION PROJECT UNIT**

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2<sup>nd</sup> Floor, First Domestic Building  
King George V. Street  
Roseau  
Commonwealth of Dominica

Please confirm in writing the receipt of this Addendum.

Name of Bidder: .....

Signature of Authorized Representative: .....

.....  
**JERMAINE JEWEL JEAN-PIERRE, PhD**  
**PROJECT MANAGER**

**CARIBBEAN DIGITAL TRANSFORMATION PROJECT (CARDTP)**  
**MINISTRY OF PUBLIC WORKS AND THE DIGITAL ECONOMY**