



## **REQUEST FOR EXPRESSIONS OF INTEREST (CONSULTING SERVICES - FIRMS SELECTION)**

**COUNTRY:** *Commonwealth of Dominica*

**NAME OF PROJECT:** *Caribbean Digital Transformation Project (P171528)*

Loan No./Credit No./ Grant No.: **IDA-66850-DM**

**Assignment Title:** **Consultancy Services for Design and Development of Discover Dominica Authority (DDA) Website**

**Reference No.** (as per Procurement Plan): **DM-MPWDE-453901-CS-CQS**

The Government of the Commonwealth of Dominica has received financing from the World Bank toward the cost of the Caribbean Digital Transformation Project (CARDTP), and intends to apply part of the proceeds for consulting services.

The consulting services (“the Services”) include the design and development of a brand friendly website for the Discover Dominica Authority (DDA), that is scalable and mobile responsive, allows for ease of content updates, built on non-proprietary open-source tools, and provides an enhanced user experience for future travelers to Dominica. The estimated implementation period is eighteen (18) months.

The Project Implementation Unit of the Caribbean Digital Transformation Project, Ministry of Public Works, Public Utilities, and the Digital Economy now invites eligible consulting firms (“Consultants”) to indicate their interest in providing the services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services, as per the following criteria:

### **1. Qualifications and Experience**

- (a) The Consultants must be an established Information Technology (IT) Systems Integrator for at least last five (5) years ending on 31.03.2024. Articles of Incorporation/Business Registration, Copies of Tax Registration to be provided.
- (b) The Consultants shall have sound financial situation and capacity and shall have an Average Turnover of USD 300,000 or above, in the last three (3) financial years i.e. 2020-21, 2021-22, 2022-23 (Statutory Audit Report to be attached) and should be certified by a Certified Accountant.
- (c) The Consultants must have a positive Net Worth at the closing of last completed Financial year. In case the annual accounts for the last completed financial year are not audited, the Consultant shall submit a Certificate from its statutory auditor to this effect. In such a case, the Net Worth of last financial year preceding the last completed financial year shall be taken into consideration and should be certified by a Certified Accountant.

- (d) Minimum two (2) assignments completed worth minimum USD 200,000 each related to Information Technology (IT) Systems Integrator consultancy /IT/ITES SERVICES/ SI/ E-GOV Projects in the last five (5) years, as on the date of proposal submission deadline.
- (e) Demonstrable experience in IT Systems Integration for Website Development including design, development, and deployment of interactive and responsive websites.
- (f) Demonstrable experience in IT Systems Integration for e-Governance Projects focusing on system integration and digital transformation initiatives.
- (g) Demonstrable experience in developing detailed and comprehensive websites including the design and development of a destination websites.
- (h) Knowledgeable in open-source tools and relevant technology stacks to be used in the design and development of the website. Experience in design for user experience is required.
- (i) The Consultants must be able to demonstrate the Organizational Structure, technical and professional competence necessary for successful implementation of the assignment. No need to provide CVs.

The detailed Terms of Reference (TOR) for the assignment can be downloaded at: [https://cardtp.gov.dm/images/docs/terms\\_of\\_reference\\_design\\_development\\_of\\_dda\\_website\\_oct2024.pdf](https://cardtp.gov.dm/images/docs/terms_of_reference_design_development_of_dda_website_oct2024.pdf).

The attention of interested Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank's "Procurement Regulations for IPF Borrowers" July 2016, (revised September 2023, Fifth Edition), ("Procurement Regulations"), setting forth the World Bank's policy on conflict of interest. The best qualified firm to carry out the services will be selected in accordance with the Consultant's Qualifications Based Selection (CQS) Method set out in the Procurement Regulations.

Consultants may associate with other firms to enhance their qualifications, but should indicate clearly whether the association is in the form of a joint venture and/or a sub-consultancy. In the case of a joint venture, all the partners in the joint venture shall be jointly and severally liable for the entire contract, if selected.

Further information can be obtained at the address below during office hours of 8:00 AM to 5:00 PM (Dominica Time) on Mondays and 8:00 AM to 4:00 PM (Dominica Time) from Tuesday to Friday.

Expressions of interest must be delivered in a written form to the address below (in person, or by mail, or by e-mail) by **4:00 PM (Dom Time) on November 22, 2024**. The format for Expressions of Interest can be obtained by submitting a written request via e-mail to the address provided below.

**Project Implementation Unit**

**Caribbean Digital Transformation Project**

**Attn: Jermaine Jewel Jean-Pierre/Project Manager**

**Second Floor, 19-21 King George V Street**

**Roseau, Commonwealth of Dominica**

**Tel: 767-266-3840 / 767-266-3841**

**E-mail: dtpuprocurement@dominica.gov.dm cc to: jeanpierrej@dominica.gov.dm**