

## SERVICE CONTRACT NOTICE

### **Contract title: Consultancy Service to Develop a Digital Workspace for the Public Sector Investment Programme**

**Location –** Belmopan, Belize

**1. Reference**

TCF/NDICI/PE1/SER/MIS/02

**2. Procedure**

Simplified

**3. Programme title**

**European Union – Belize Cooperation Facility Programme Estimate 1**

**4. Financing**

**FA No.: 043-455**

**5. Contracting authority**

Ministry of Finance, Investment, **Economic Transformation**, Civil Aviation and E-Governance

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## CONTRACT SPECIFICATION

**6. Nature of contract**

Global price

**7. Contract description**

The Government of Belize (GOB) has vested responsibility for public sector investment programme planning in the Economic Transformation portfolio, currently positioned in the Ministry of Finance, Investment, Economic Transformation, Civil Aviation and E-Governance. Several recommendations have been made over the years towards the establishment of an effective framework for public investment management (PIM) in Belize, in line with the general rule of thumb that effective public investment has positive impacts on Gross Domestic Product (GDP) and broader national development objectives.

The Government of Belize intends to engage consultancy services from a firm (or consortium) to undertake the development necessary for the rollout of the system. This assignment aligns with the GOB's thrust to promote good governance as stated in the Plan Belize Medium Term Development Strategy. Specifically, it will contribute to enhanced accountability as it relates to public investment, budgeting and spending and improved efficiency and delivery of Government services through digitalization.

It will support the MET's Policy and Planning Unit (PPU) in identifying, monitoring, evaluating, and reporting on public sector investment projects, and coordinating multilateral

assistance by promoting:

1. Availability of comprehensive information on the PSIP, facilitating on-demand access;
2. Efficiency and accuracy gains in reporting on the part of executing agencies and the PPU through the digitalisation of PSIP processes;
3. Opportunities for more robust analysis, monitoring, and evaluation of the PSIP given time saved in the reporting process and the deployment of enhanced technology; and
4. A strengthened institutional framework for public investment programming and management, capital budget preparation and management, and development partnership/donor coordination.

#### **8. Number and titles of lots**

One lot only

#### **9. Maximum budget**

The maximum budget available under the European Union funding is BZD 220,000. Tenderers are advised to price their proposals in accordance with the requirements outlined in the Terms of Reference.

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## **CONDITIONS OF PARTICIPATION**

#### **10. Legal basis, eligibility and rules of origin**

The legal basis of this procedure is Regulation (EU) N° 2021/947 establishing the Neighbourhood, Development and International Cooperation Instrument – Global Europe (NDICI)<sup>1</sup>. [See Annex A2 of the practical guide.](#)

#### **11. Number of tenders**

No more than one tender can be submitted by a natural or legal person whatever the form of participation (as an individual legal entity or as leader or member of a consortium submitting a tender). In the event that a natural or legal person submits more than one tender, all tenders in which that person has participated will be excluded.

#### **12. Grounds for exclusion**

As part of the tender, tenderers must submit a signed declaration, included in the tender form, to the effect that they are not in any of the exclusion situations listed in Section 2.6.10.1. of the practical guide.

Tenderer included in the lists of EU restrictive measures (see Section 2.4. of the PRAG) at the moment of the award decision cannot be awarded the contract.

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<sup>1</sup> Regulation (EU) 2021/947 of the European Parliament and of the Council of 9 June 2021 establishing the Neighbourhood, Development and International Cooperation Instrument – Global Europe, amending and repealing Decision No 466/2014/EU and repealing Regulation (EU) 2017/1601 and Council Regulation (EC, Euratom) No 480/2009; OJ L 209, 14.6.2021, p. 1–78.

### 13. Sub-contracting

Subcontracting is **not** allowed.

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## PROVISIONAL TIMETABLE

### 14. Provisional commencement date of the contract

20<sup>th</sup> July 2026

### 15. Implementation period of the tasks

11 months

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## SELECTION AND AWARD CRITERIA

### 16. Selection criteria

Capacity-providing entities

An economic operator (i.e. candidate or tenderer) may, where appropriate and for a particular contract, rely on the capacities of other entities, regardless of the legal nature of the links it has with them. If the economic operator relies on other entities, it must in that case prove to the contracting authority that it will have at its disposal the resources necessary for the performance of the contract by producing a commitment by those entities to place those resources at its disposal. Such entities, for instance the parent company of the economic operator, must respect the same rules of eligibility and notably that of nationality as the economic operator relying on them and must comply with the selection criteria for which the economic operator relies on them. **Furthermore, the data for this third entity for the relevant selection criterion should be included in a separate document.** Proof of the capacity will also have to be provided when requested by the contracting authority.

With regard to technical and professional criteria, an economic operator may only rely on the capacities of other entities where the latter will perform the tasks for which these capacities are required.

With regard to economic and financial criteria, the entities upon whose capacity the economic operator relies, become jointly and severally liable for the performance of the contract.

The following selection criteria will be applied to the tenderers. In the case of tenders submitted by a consortium, these selection criteria will be applied to the consortium as a whole if not specified otherwise. The selection criteria will not be applied to natural persons and single-member companies when they are sub-contractors.

The tenderer shall not use previous experience which caused breach of contract and termination by a contracting authority as a reference for selection criteria.

The selection criteria for each tenderer are as follows:

**1) Economic and financial capacity of the tenderer** (based on item 3 of the tender form). In case of tenderer being a public body, equivalent information should be provided. The reference period which will be taken into account will be the last three financial years for which accounts have been closed.

- the Current ratio (current assets/current liabilities) in the last year for which accounts have been closed must be at least 1. In case of a consortium, this criterion must be fulfilled by each member

- **2) Professional capacity of the tenderer** (based on items 4 of the tender form).

The reference period which will be taken into account will be the last three years preceding the submission deadline.

- at least one (1) System Analyst, and one (1) Software Developer on staff currently work for the tenderer in fields related to this contract; and

- **3) Technical capacity of tenderer** (based on items 5 and 6 of the tender form). The reference period which will be taken into account will be the last three years preceding the submission deadline.

- the tenderer has provided services under at least one (1) contract of similar nature of this contract (Management Information System) which were implemented at any moment during the following period: May 2023 to May 2026.

This means that the service contract the tenderer refers to could have been started at any time during the indicated period but it does not necessarily have to be completed during that period, nor implemented during the entire period. Tenderers are allowed to refer either to service contracts completed within the reference period (although started earlier) or to service contracts not yet completed. Only the portion satisfactorily completed during the reference period will be taken into consideration. This portion will have to be supported by documentary evidence (-statement or certificate from the entity which awarded the contract, proof of payment) also detailing its value. If a tenderer has implemented the service contract in a consortium, the percentage that the tenderer has successfully completed must be clear from the documentary evidence, together with a description of the nature of the services provided if the selection criteria relating to the pertinence of the experience have been used.

Previous experience which would have led to breach of contract and termination by a contracting authority shall not be used as reference. This is also applicable concerning the previous experience of experts required under a fee-based service contract.

## 17. Award criteria

Best price-quality ratio.

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# TENDERING

## 18. Deadline for submission of tenders

The deadline for submission of tenders is specified in point 8 of the instruction to tenderers.

## 19. Tender format and details to be provided

Tenders must be submitted using the standard tender form for simplified procedures, the format and instructions of which must be strictly observed. The tender form is available from the following internet address: [https://wikis.ec.europa.eu/display/ExactExternalWiki/Annexes#Annexes-AnnexesB\(Ch.3\):Servicecontracts](https://wikis.ec.europa.eu/display/ExactExternalWiki/Annexes#Annexes-AnnexesB(Ch.3):Servicecontracts), under the zip file called Simplified Tender dossier.

The tender must be accompanied by a declaration on honour on exclusion and selection criteria using the template available from the following Internet address:

[https://wikis.ec.europa.eu/display/ExactExternalWiki/Annexes#Annexes-AnnexesA\(Ch.2\):General](https://wikis.ec.europa.eu/display/ExactExternalWiki/Annexes#Annexes-AnnexesA(Ch.2):General)

Any additional documentation (brochure, letter, etc.) sent with a tender will not be taken into consideration.

## **20. How tenders may be submitted**

Tenders must be submitted in English exclusively to the contracting authority, using the means specified in point 8 of the instructions to tenderers.

Tenders submitted by any other means will not be considered.

By submitting a tender, tenderers accept to receive notification of the outcome of the procedure by electronic means.

## **21. Alteration or withdrawal of tenders**

Tenderers may alter or withdraw their tenders by written notification prior to the deadline for submission of tenders. No tender may be altered after this deadline.

Any such notification of alteration or withdrawal shall be prepared and submitted in accordance with point 9 of the instructions to tenderers.

## **22. Operational language**

All written communications for this tender procedure and contract must be in English.

## **23. Additional information**

Financial data to be provided by the candidate in the standard application form must be expressed in Belize Dollars (BZD). If applicable, where a candidate refers to amounts originally expressed in a different currency, the conversion to BZD shall be made in accordance with the InforEuro exchange rate of March 2025, which can be found at the following address: <http://ec.europa.eu/budget/graphs/inforeuro.html>.