

73210000 SERVICES CONTRACT NOTICE OPEN Procedure

Research consultancy services

1. PROCURING ENTITY

| | | |
|---|---|-----------------------------|
| Name: | Ministry of Tourism and International Transport | |
| Registration No: | | |
| Type of PE and Main Activity Exercised: | Governmental organisations Tourism and International Transport | |
| Address: | One Barbados Place, Warrens, St. Michael | |
| Internet Address: | www.tourism.gov.bb | |
| Telephone: | +246 5357516 | E-mail: info@tourism.gov.bb |

Contact person in charge:

| | | |
|------------------|--|---------|
| Name, Last Name: | | |
| Telephone: | | E-mail: |

Responsible officer filling the form(if different)

| | | |
|------------------|---------------|----------------------------------|
| Name, Last Name: | Gale Yearwood | |
| Telephone: | +246 5357516 | E-mail: yearwoodg@tourism.gov.bb |

E-mail of the service from which additional information may be obtained (if different):

Internet address of the service from which additional information may be obtained (if different):

Where appropriate, is any other form of joint procurement involved:

2. AVAILABILITY OF THE PROCUREMENT DOCUMENTATION

Email or internet address at which the procurement documents will be available for unrestricted and full direct access, free of charge:

info@tourism.gov.bb

Where unrestricted and full direct access, free of charge, is not available, an indication of how the procurement documents can be accessed:

Payment for the procurement documents (if applicable)(amount):

3. PROCUREMENT NUMBER

Procurement Number:

27 - 2019

Where the contract is divided into lots, the information in points 4 to 13 shall be provided for each lot.

4. DESCRIPTION OF THE PROCUREMENT

Nature and extent of services (short description of contract). Where appropriate, description of any options

The Government of Barbados (GOB) through the Ministry of Tourism and International Transport (MTI) is inviting tenders from firms/consultants to provide consultancy services to conduct Visitor Exit Surveys for Barbados for the period January 1, 2020 to December 31, 2021. The surveys are to capture information on long-stay visitors and cruise passengers to Barbados on a quarterly and annual basis, that includes visitor profiles, travel planning and behaviour, visitor opinions and perceptions, details of expenditure levels and patterns and other demographic and financial characteristics.

5. CPV CODES

Main CPV code:

73210000 - Research consultancy services

Additional CPV Codes (if necessary):

Supplementary CPV codes (if necessary):

6. ADDRESS FOR THE PLACE OF PERFORMANCE

Ports of Entry

7. ESTIMATED VALUE OF THE CONTRACT (this information shall not be published):

8. VARIANTS ADMITTED

yes no

9. PLANNED TIME FRAME FOR PROVISION OF SERVICES:

From: 01/01/2020

To: 31/12/2021

Or

Duration: [] months

10. CONDITIONS FOR PARTICIPATION

Prospective tenderers must provide information establishing that they are qualified to perform the services by submitting evidence of their past experience in undertaking similar projects and the availability of appropriate skills. Firms/consultants may associate to enhance their qualifications. All corporate tenderers must include with their application a copy of the company's Certificate of Incorporation as evidence of the fact that the company is an existing registered company as at the date of application. The certificate must be in the name of the tenderer. Local tenderers are advised that the Certificate of Incorporation referred to at the paragraph above means a Certificate of Incorporation issued under the 1985 Companies Act of Barbados, or where applicable, a Certificate of Continuance and/or a Certificate of Amendment. Certificates must be dated after December 31, 1984.

Including: where appropriate, indication whether the provision of the service is reserved by law, regulation or administrative provision to a particular profession; reference to the relevant law, regulation or administrative provision, a list and brief description of criteria regarding the personal situation of suppliers that may lead to their exclusion and of qualification (selection) criteria; minimum level(s) of standards possibly required; indication of required information (self-declarations, documentation).

11. WHERE APPROPRIATE, PARTICULAR CONDITIONS TO WHICH PERFORMANCE OF THE CONTRACT IS SUBJECT TO:

Any company incorporated outside of Barbados which is awarded a contract will be required to be registered in Barbados as an External Company under the Companies Act of Barbados.

APPLICANTS SHOULD BE AWARE THAT THE PROVISIONS OF THE LABOUR CLAUSES (PUBLIC CONTRACTS) ACT CAP. 349 SHALL, IN SO FAR AS THEY ARE APPLICABLE TO THE TENDER, APPLY TO ANY CONTRACT MADE IN RESPECT OF THE TENDER. FULL DETAILS OF THE CONDITIONS OF THE ACT, CAP. 349 MAY BE OBTAINED FROM THE GOVERNMENT PRINTER, GOVERNMENT PRINTING DEPARTMENT, BAY STREET, ST. MICHAEL, CONSULTANTS SHOULD SUBMIT THE CERTIFICATE REQUIRED BY THIS ACT WITH THEIR TENDER.

The successful bidder(s) will be required to enter into a Contract drawn up by or in a form approved by the Solicitor General or another Legal Officer in the Public Service approved by her. A surety for the due performance of the contract will be required by way of one of the following methods listed below:-

- a. By way of a deposit with the Treasury of a sum of money or approved sureties to the value or not less than 10 per cent of the price; or
- b. By way of a Bank or an accredited Insurance Company whose liability shall not be less than ten per cent of the contract price.

The cost of obtaining such a surety shall be the responsibility of the bidder who need not specifically make arrangements for sureties unless and until his bid has been accepted.

12. CRITERIA TO BE USED FOR AWARD OF THE CONTRACT OR CONTRACTS.

A two-stage procedure shall be used in evaluation based on the Quality Cost Based Method of Selection. First, the Technical Proposals will be evaluated then the Price Proposals of those submissions achieving a minimum score of 70 points for their Technical Proposals will be evaluated.

Technical Proposals will be awarded points based on the following factors:

- Methodology and Work Plan 0-25 points
- Organisation, Qualifications & Staffing 0-20 points
- Experience in similar projects 0-40 points
- General experience in the region 0-15 points

13. INDICATION OF THE POSSIBILITY OF BIDDING FOR ONE, FOR SEVERAL OR FOR ALL OF THE LOTS; INDICATION OF ANY POSSIBLE LIMITATION OF THE NUMBER OF LOTS THAT MAY BE AWARDED TO ANY ONE BIDDER:

| | |
|------------------------------------|-------------------------------|
| Bids per Participant: | <input type="radio"/> One |
| | <input type="radio"/> Several |
| | <input type="radio"/> All |
| Awards per Successful Participant: | <input type="radio"/> One |
| | <input type="radio"/> Several |
| | <input type="radio"/> All |

14. TIME LIMITS for receipt of tenders

20/02/2019 16:30

15. TIME LIMIT FOR RECEIPT OF CLARIFICATIONS

16. ADDRESS TO WHICH TENDERS SHALL BE TRANSMITTED

Address:

City:

ZIP Code:

Country:

URL:

17. TENDER OPENING

Duration during which the tenderer must maintain its tender. Duration (in days):

Date for the opening of tenders:

Time for the opening of tenders:

Place for the opening of tenders:

Persons authorized to be present at such opening:

18. LANGUAGE OR LANGUAGES IN WHICH BIDS OR REQUESTS TO PARTICIPATE MUST BE DRAWN UP

| EN | NL | FR |
|----------------------------------|-----------------------|-----------------------|
| <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |

19. NAME AND ADDRESS OF THE BODY RESPONSIBLE FOR REVIEW AND, WHERE APPROPRIATE, MEDIATION PROCEDURES. PRECISE INFORMATION CONCERNING DEADLINES FOR REVIEW PROCEDURES, OR IF NEED BE, THE NAME, ADDRESS, TELEPHONE NUMBER, FAX NUMBER AND EMAIL ADDRESS OF THE SERVICE FROM WHICH THIS INFORMATION MAY BE OBTAINED (IF APPLICABLE).

20. DATE(S) AND REFERENCE(S) OF PREVIOUS PUBLICATIONS IN THE COMMUNITY PUBLIC PROCUREMENT NOTICE BOARD RELEVANT TO THE CONTRACT(S) ADVERTISED IN THIS NOTICE

21. DATE OF DISPATCH OF THE NOTICE

22. ANY OTHER RELEVANT INFORMATION