

Request for Quotation (RFQ) For the Supply of Services

Procuring Entity: **Ministry of Commerce, Manufacturing, Business Development, Cooperatives and Consumer Affairs**

Public Procurement Contract Name: **MSME Loan-Grant Entrepreneurial Development**

Public Procurement Contract Reference No.: **SLDEP-RFQ-202212-01**

Date of issue: **Wednesday, October 5th, 2022**

To All Interested Persons

Ministry of Commerce, Manufacturing, Business Development, Cooperatives and Consumer Affairs of Saint Lucia ("the Procuring Entity") requests your quotation for the supply of **Entrepreneurial Development Training Services** ("the Services").

Your quotation should be submitted by the deadline of: **on or before Wednesday, October 19th, 2022** in accordance with the instructions stated in this RFQ and the attached form of Public Procurement Contract Agreement.

Any Public Procurement Contract resulting from this RFQ shall be subject to Section VI. General Conditions of Contract and Section VII. Special Conditions of Contract, below.

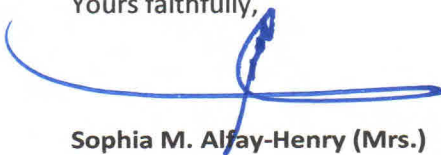
All quotations shall require a validity period of **90 days** from the deadline for submission of quotations in accordance with instructions stated in the Instruction to Tenderers (ITT) Sub-Clause 13.1.

All communications with the Procuring Entity about this RFQ must be made in writing in accordance with the instructions stated in the Sub-Clause 7.1.

We request your confirmation of receipt of the RFQ and that you inform us by **Monday, October 10th 2022** whether you intend to submit a quotation in response to this RFQ.

This RFQ is issued in accordance with Article 51 of the Public Procurement and Asset Disposal Act, No. 19 of 2015 ("the Act").

Yours faithfully,



**Sophia M. Alfay-Henry (Mrs.)
Permanent Secretary
Ministry of Commerce**

Section I. Instruction to Tenderers (ITT)

1 Scope of Request for Quotation (RFQ)

- 1.1 The procuring entity issues this RFQ for the supply of services as specified in Section III. Schedule of Requirements.
- 1.2 Definitions: Throughout this RFQ:
 - (a) "days" means calendar days unless stated otherwise;
 - (b) "services" includes advisory, intellectual, technical or professional duties performed or supplied, of every kind and description including those incidental to the supply of goods such as freight and insurance;
 - (c) "person" includes a corporation or unincorporated body;
 - (d) "procuring entity" –
 - i. means a Ministry, department or other agency of Government;
 - ii. includes a Ministry that acts on behalf of a Constituency Council or statutory body;
 - (e) "quotation" is a written offer submitted by a tenderer to a procuring entity in response to a Request for sealed Quotations;
 - (f) "Request for sealed Quotations (RFQ)" includes any instrument issued by a procuring entity on the basis of which tenderers prepare quotations. This includes any instructions to tenderers, specifications, maps, designs, evaluation criteria, conditions of public procurement contract or other similar items, issued in accordance with Article 51 of the Act;
 - (g) "responsive" in relation to a quotation, means receptive to the basic requirements of the Request for sealed Quotation regarding ability complete and perform on time;
 - (h) "supplier" means a person, including a joint venture (that is, association of several persons, or firms or companies), who provides or could provide goods, services or works to a procuring entity; and
 - (i) "Tenderer" means a person, including a joint venture (that is, association of several persons, or firms or companies), who has submitted a tender.

2 Documents Comprising the Request for Quotation

- 2.1 The RFQ consists of the following:
 - a) Request for Quotation Invitation;
 - b) Section I. Instruction to Tenderers (ITT);
 - c) Section II. Quotation Data Sheet (QDS);
 - d) Section III. Schedule of Requirements;
 - e) Section IV. Public Procurement Contract Agreement;
 - f) Section V. Contract Schedule;
 - g) Section VI. General Conditions of Contract for Services (GCC);
 - h) Section VII. Special Conditions of Contract for Services (SCC);and

3 Participation and Eligibility of Tenderers

- 3.1 The invitation to Tender is open to all persons who meet the eligibility requirements and are nationals of one of the OAS Member states
- 3.2 In order to be eligible to participate in public procurement, a tenderer shall demonstrate to the satisfaction of the procuring entity that it:

- a) has the legal capacity to enter into the public procurement contract; and
- b) is not insolvent, in receivership, bankrupt or being wound up, its affairs are not being administered by a court or a judicial officer, and its business activities have not been suspended; and
- c) has fulfilled obligations to pay taxes and social security contributions; and
- d) complies with the laws of Saint Lucia; and
- e) does not have a conflict of interest in relation to the public procurement requirement;
- f) or any director or officer, has not been convicted of any criminal offence relating to the professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a public procurement contract within a period of five (5) years preceding the commencement of the public procurement procedure; and
- g) is not subject to suspension, or none of its directors or officers have been associated with a tenderer or supplier subject to suspension in Saint Lucia, the region or internationally.

4 Conduct of Tenderers and Suppliers

4.1 All tenderers and suppliers must act in accordance with Article 114 of the Act.

5 Qualifications of Tenderers

5.1 A tenderer participating in the procurement process shall possess the necessary professional, technical, financial and managerial resources and competence to effectively perform a public procurement contract to supply the services stated in Section III. Schedule of Requirements. The specific qualification requirements relevant to this RFQ are stated **in the QDS**.

6 Cost of Tendering

6.1 A tenderer is solely responsible for all expenses incurred in preparation and submission of its quotation. The procuring entity shall not be liable for any costs or expenses incurred by a tenderer as a result of participating in this procurement process.

7 Clarification of the RFQ

7.1 A tenderer may seek clarification or modification of the RFQ by contacting the procuring entity in writing at the procuring entity's address as specified **in the QDS**. The procuring entity shall respond in writing to all requests for clarification without identifying the source of the request, provided that such requests are received no later than the time specified **in the QDS**. The procuring entity shall simultaneously provide its response to all tenderers to whom this RFQ has been sent. Should the procuring entity consider it necessary to amend the RFQ as a result of any clarification, it shall do so following the procedure under ITT Clause 8.

8 Modifications to the RFQ

8.1 A procuring entity may make modifications to the RFQ at any time prior to the deadline for the submission of quotations by issuing an addendum. The addendum shall be immediately issued to each tenderer who has obtained the RFQ documents directly from the procuring entity.

8.2 If necessary, the procuring entity shall extend the deadline for submission of quotations to allow tenderers an opportunity to take such modifications into account in preparing their quotation.

9 Language of Quotations

9.1 Quotations and any subsequent correspondence or documents relating to the quotation exchanged by the tenderer and the procuring entity, shall be written in English.

10 Quotation Prices

10.1 The price offered by the tenderer in the completed Schedule of Requirements of its submitted quotation shall be the total price conforming to all the requirements of the RFQ and in accordance with the relevant Incoterm specified **in the QDS**.

10.2 The disaggregation of price components in Section III. Schedule of Requirements is required solely for the purpose of facilitating the comparison of quotations. This shall not in any way limit the procuring entity's right to contract on any of the terms offered.

10.3 The prices quoted in Section III. Schedule of Requirements, shall state:

(a) for services of origin in Saint Lucia:

- i. the price of the services in accordance with the Incoterm specified; and
- ii. any sales and other taxes already paid or payable on the services upon an award of the public procurement contract.

(b) For services of origin outside Saint Lucia that have already been imported:

- i. the price of the services in accordance with the Incoterm specified; and
- ii. any customs duties and other import taxes already paid or to be paid; and
- iii. any sales and other taxes already paid or payable on the services upon an award of the public procurement contract.

(c) For services of origin outside Saint Lucia that are to be imported:

- i. the price of the services in accordance with the Incoterm specified; and
- ii. the price of insurance, inland transportation and other local services, as required by the applicable Incoterm.

11 Currency of Quotation

11.1 The tenderer shall submit its quotation in a currency stipulated **in the QDS**.

11.2 Payment shall be made in the currency of the public procurement contract.

12 Manufacturer of the Goods

12.1 If the tenderer is not the manufacturer of the goods that are to be supplied under any resulting contract, the tenderer must be duly authorised directly by the manufacturer or through the manufacturer's authorised reseller of the goods to supply the goods in Saint Lucia, unless otherwise stated **in the QDS**.

12.2 Where documentary evidence of the manufacturer's or reseller's authorisation is required as part of the quotation, such requirement shall be stated **in the QDS**. The procuring entity reserves the right to request documentary evidence of the tenderer's authorisation at any time prior to the award of the contract.

13 Validity of Quotations

13.1 Quotations shall remain valid for the period of time specified **in the QDS** following the quotation submission deadline. A quotation valid for a shorter period shall be rejected by the procuring entity as non-responsive.

- 13.2 The validity period of a quotation may be extended only with the agreement of the tenderer. The procuring entity's request for extension of the validity of the quotation and the tenderer's response shall be made in writing.

14 Documents Comprising the Quotation

- 14.1 The documents required for the submission of a quotation are detailed in the QDS.

15 Submission of the Quotation

- 15.1 A quotation shall be submitted in written form, duly signed and authorised by the tenderer in a single, sealed envelope, clearly marked on the front of the envelope with only the public procurement contract name and public procurement contract reference number provided in the RFQ, at the place and time prior to the deadline indicated in the QDS.
- 15.2 A tenderer is permitted to submit only one quotation.
- 15.3 Quotations received after the submission deadline shall be rejected and returned unopened.
- 15.4 Submission of quotations is permitted by hand or mail or by courier, at the option of the tenderer. Where alternative methods of submission are permitted, they shall be stated in the QDS.
- 15.5 A tenderer may withdraw, substitute or modify its quotation after it has been submitted and prior to the deadline for submission of quotations by sending a written notice, duly signed by an authorised representative. The corresponding substitution or modification of the quotation shall accompany the respective written notice, and submitted in accordance with Sub-Clause 15.1 with the addition of "substitution" or "modification" marked on the envelope. Withdrawn quotations shall be returned to the tenderer.
- 15.6 Quotations may not be modified or withdrawn by the tenderer after the deadline for submission of quotations.

16 Quotation Submission Declaration

- 16.1 A tenderer shall be committed to provide the services in accordance with this RFQ and its quotation submission should it be awarded a contract prior to the expiration of the quotation validity period.
- 16.2 The procuring entity may issue a notification of award of contract prior to the contract issuance. The notification of award of contract shall constitute a binding contract between the procuring entity and the tenderer.
- 16.3 If a tenderer modifies or withdraws their quotation at any stage following the deadline for the submission of quotations, or fails or refuses to execute a contract issued prior to the expiry of the quotation validity period, the procuring entity may seek to suspend the tenderer in accordance with Article 114 of the Act.

17 Responsiveness of Quotations

- 17.1 The procuring entity's determination of a quotation's responsiveness is to be based solely on the contents of the quotation.
- 17.2 A substantially responsive quotation is one that:
- (a) meets the requirements stated in the RFQ, including all terms, conditions and specifications, without any material deviation, reservation or omission; and
 - (b) provides the required completed documentation and information.

- 17.3 Where there is a minor deviation in any quotation that did not warrant rejection of the quotation, such minor deviation shall be quantified by the procuring entity in monetary terms, as far as possible.
- 17.4 Partial quotations shall not be permitted unless otherwise stated **in the QDS**.
- 17.5 Unless partial quotations are permitted as indicated in ITT Sub-Clause 17.4, quotations that do not offer all the services stated in Section III. Schedule of Requirements, shall be considered non-responsive.

18 Rejection of Quotations

- 18.1 A procuring entity shall reject a quotation if the procuring entity determines that-
- (a) the quotation is determined to be non-responsive; or
 - (b) the tenderer is not eligible based on the eligibility criteria stated in ITT Clause 3; or
 - (c) the tenderer is not qualified to perform the public procurement contract, based on the qualification criteria stated in ITT Clause 5; or
 - (d) the tenderer submitting the quotation, its agent or any party authorised to act on its behalf has acted in a manner inconsistent with standards of conduct required of tenderers and suppliers as stated in ITT Sub Clause 4.1; or
 - (e) the tenderer has a conflict of interest that materially affects fair competition or diligent performance of the public procurement contract or is prejudicial to the interests of the procuring entity.

19 Evaluation of Quotations and Award of Public Procurement Contract

- 19.1 Except where partial quotations are permitted under ITT Sub-Clause 17.4, the public procurement contract shall be awarded to the tenderer submitting the lowest priced substantially responsive quotation. The evaluation criteria are stated **in the QDS**.
- 19.2 Where partial quotations are permitted as stated in ITT Sub-Clause 17.4, the method to determine the lowest priced substantially responsive quotations is stated **in the QDS**.
- 19.3 The evaluation of prices shall be based on the specified Incoterm and delivery location, exclusive of any applicable customs duties, sales or other taxes payable on the services in Saint Lucia.

20 Negotiation of the Quotation

- 20.1 No negotiation of the offered unit prices in a submitted quotation shall be undertaken except in the case of direct contracting.
- 20.2 Negotiations may be held to amend the scope of the final public procurement contract, provided that the purpose of fair and equal treatment is maintained.

21 Variation of Quantities

- 21.1 At the time the public procurement contract is awarded, the procuring entity reserves the right to increase or decrease the quantity of services specified in Section III. Schedule of Requirements provided such variation does not exceed the percentages stated **in the QDS**, and without any change in the unit prices or other terms and conditions of the quotation and the RFQ.

22 Notification and Award of Public Procurement Contract

- 22.1 Prior to the expiration of the period of quotation validity, the procuring entity shall notify the successful tenderer, in writing, that its quotation has been accepted. Until a formal

- public procurement contract is prepared and executed, such written notification of award shall constitute a binding public procurement contract.
- 22.2 The public procurement contract shall be awarded within seven (7) days of the notice to the successful tenderer that its quotation has been accepted.
- 22.3 Within seven (7) days of the public procurement contract being signed by both parties, the procuring entity shall publish a public notice of the public procurement contract award in the location stated in the QDS.
- 22.4 The notice of the award shall contain the following information:
- (a) the name and reference number of the public procurement contract;
 - (b) the name and address of each supplier to which a public procurement contract was awarded;
 - (c) the public procurement contract price; and
 - (d) a summary of the scope of the public procurement contract and its duration.
- 22.5 After the publication of award, an unsuccessful tenderer may submit a request in writing to the procuring entity for a debriefing, seeking an explanation of the grounds on which its quotation was not selected. Within seven (7) days, the procuring entity shall respond in writing to any unsuccessful tenderer providing the reason(s) its quotation was unsuccessful. Requests for debriefing shall be submitted within thirty (30) days of the publication of award.
- 22.6 The successful tenderer shall sign and return the contract within fourteen (14) days following its issuance to the tenderer. If the supplier fails to return the contract signed within the stated time period, the procuring entity may cancel the contract and seek to award the contract to the next best lowest priced substantially responsive quotation.
- 22.7 If the successful tenderer refuses or fails to sign and return the written contract in the timeframe specified in ITT Sub-Clause 22.6, the procuring entity may suspend the tenderer from participating in future procurement proceedings in accordance with Article 114 of the Act.

23 Complaints and Review

- 23.1 A tenderer may make a complaint to the procuring entity in respect to the public procurement procedure if it believes there has been a breach of the Act or the Regulations. The complaint shall be made as soon as the grounds for the complaint arose and in any event within seven (7) days of the date of the award of a public procurement contract notice has been issued.
- 23.2 The procuring entity shall, within seven (7) days of the receipt of the complaint, provide a reasoned opinion in writing either dismissing or accepting the complaint.
- 23.3 In the absence of a response from the procuring entity in accordance with ITB Sub-Clause 23.2 or should the tenderer disagree with the decision, the tenderer may apply for a review of the public procurement procedure in accordance with Article 84 of the Act.

24 Confidentiality

- 24.1 The procuring entity shall keep confidential any information relating to public procurement procedures and to quotations, including any tenderer's proprietary information.
- 24.2 Without prejudice to the generality of ITB-Sub Clause 24.1, the procuring entity shall not, except where required to do so by an order of a court, disclose any information relating to public procurement procedures and quotations, where the disclosure would –
- (a) amount to a contravention of an enactment;
 - (b) obstruct law enforcement;

- (c) prejudice the legitimate commercial interest of the parties;
- (d) inhibit fair competition in public procurement; or
- (e) in anyway be contrary to public interest.

25 Cancellation of Procurement Process

- 25.1 The procuring entity may cancel the process of procurement:
- (a) at any time prior to the award of the public procurement contract, where:
 - i. the object of the public procurement is no longer required; or
 - ii. it becomes necessary to modify the specifications or critical aspects of the conditions of the RFQ; or
 - iii. following the evaluation of the quotations -
 - a. all the quotations are non-responsive; or
 - b. the lowest evaluated quotation is substantially above the applicable updated cost estimate.
- 25.2 Upon the cancellation of an RFQ process, the procuring entity shall return any unopened quotations to the respective tenderers.
- 25.3 The procuring entity shall immediately communicate its decision to cancel an RFQ process, as well as the reasons for such cancellation, to all invited tenderers.

26 Expected Timeline for the RFQ Process

- 26.1 An indicative timeline for this RFQ process is provided **in the QDS**. The procuring entity shall endeavour to adhere to this timeline but reserves the right to alter the timeline, where necessary.
- 26.2 The tenderer commits to deliver the services in accordance with the requirements of the RFQ by the Delivery Deadline for Receipt of Services and completion of Contract based on Expected Award of Public Procurement Contract date.

Section II. Quotation Data Sheet (QDS)

The Procuring Entity must complete all highlighted sections and delete the *italics* prior to issuance of the RFQ.

ITT Clause Reference	
ITT 5.1	<p>The qualification requirements are as follows:</p> <p style="text-align: center;">Master’s degree or equivalent in the related field and at least three (3) years of experience in the field of interest, and a minimum of two (2) years of training experience</p> <p style="text-align: center;">or</p> <p style="text-align: center;">Bachelor’s degree or equivalent in the related field and at least five (5) years of experience in the field of interest, and a minimum of three (3) years of training experience</p> <p>a) Should possess strong communication skills</p> <p>b) Should be capable of delivery on online platforms</p> <p>c) Experience in working with MSMEs would be an asset.</p> <p><i>Provide a résumé, certified copies of relevant educational qualifications and two (2) reference letters as documentary evidence to be submitted as part of the quotation.</i></p>
ITT7.1	<p>All requests for clarification must be sent to the following address:</p> <p>Mrs. Roycelyn St. Hill Howell Business Development Officer III Ministry of Commerce, Manufacturing, Business Development, Cooperatives & Consumer Affairs Tel: (758) 468-4267 Email: roycelyn.howell@govt.lc</p> <p>The extended deadline for the receipt of clarifications is: October 13th, 2022</p>
ITT 10.1	The Incoterm edition is N/A
ITT 11.1	<p>Quotations shall be submitted in the following currencies: [Eastern Caribbean Dollars (XCD)]. Where <i>United States Dollars [USD]</i> is quoted the rate of exchange to be used for evaluation purposes is [1.00USD = [2.7169] XCD] or [the USD-XCD selling rate published by the ECCB on the date of the deadline for the submission of quotations].<i>(delete as appropriate)</i></p>
ITT 12.1	The tenderer [shall not] require third party Authorisation to supply the services stated within this RFQ.
ITT 13.1	Quotations shall remain valid for a period of 90 calendar days from the deadline for the submission of quotations. <i>(up to a maximum of 180 days)</i>
ITT 14.1	The documents required for the submission of a quotation are:

	<p>(a) Section III. Schedule of Requirements</p> <p>(b) Supporting documents as follows:</p> <ul style="list-style-type: none"> • Cover letter outlining motivation and how your experience, skills and qualifications fit with the required job description. (no longer than 2 pages) • Curriculum vitae or resume with full details of qualifications, full description of activities and experience, and achievements. • Contact details of two (2) professional references.
ITT 15.1	<p>The address for submission of quotations is:</p> <p>The Permanent Secretary Ministry of Commerce, Manufacturing, Business Development, Cooperatives and Consumer Affairs 4th Floor, Heraldine Rock Building Castries Waterfront Saint Lucia</p> <p>The extension to the deadline for receipt of quotations is: Wednesday, October 19th, 2022</p>
ITT 15.4	<p>Alternative methods of submission shall be permitted via electronic mail to the Ministry of Commerce at mincommerce@govt.lc under Subject Heading : “MSME Loan-Grant Entrepreneurial Development”</p>
ITT 16.4	<p>Partial quotations [shall not] be considered.</p>
ITT 19.1	<p>The quotations shall be evaluated based on the following criteria:</p> <p>Consultants will be selected in accordance with Individual Qualification Selection, meaning that a consultant will be selected based on experience and competence relevant to the assignment.</p>
ITT 19.2	<p>The lowest priced substantially responsive quotations shall be determined on a [line item basis/lot basis]. (NOT APPLICABLE)</p>
ITT 21.1	<p>The maximum percentage by which quantities may be increased is: N/A The minimum percentage by which quantities may be increased is: N/A</p>
ITT22.3	<p>The notification of award shall be published in the following location: Official web address of the Ministry of Commerce – www.commerce.gov.lc</p>
ITT 26.1	<p>The indicative timeline for this RFQ process is: Six (6) weeks</p>
Deadline for Submission of Quotations	

Expected Award of Public Procurement Contract Date	November 01, 2022
Deadline for Receipt of Services and completion of Contract(based on Expected Award of Public Procurement Contract Date)	Two (2) months after the date of Award

Specifications

Full specifications of the services required under this RFQ are provided below.

MSME Loan-Grant Facility MSME Loan-Grant Entrepreneurial Development

Terms of Reference –Training and Technical Assistance: 2022 - 2024

1. BACKGROUND

The COVID-19 pandemic has had a major impact on Saint Lucia's Micro, Small and Medium Enterprise (MSME) Sector, with existing enterprises reporting major reductions in sales revenue amidst increasing costs due to rising commodity prices and other disruptions in global value chains. This also coincides with a sharp increase in the number of MSME owners that were displaced by the economic downturn, establishing new MSMEs as a means of substituting lost income. Now in the third year of the pandemic, the Government of Saint Lucia (GOSL) seeks to support the post COVID-19 recovery efforts of the MSME sector by providing an influx of Capital to support individual MSME development objectives.

Moreover, given Saint Lucia's status as a Small Island Developing State (SIDS) faced with continuous endogenous and exogenous shocks, the GOSL further sees the need to build resilience within the sector, developing the capacity of MSMEs to respond to future events. In this regard, it was envisaged that the proposed financing of MSMEs must be accompanied by targeted technical support and capacity building initiatives, aimed at formalizing individual MSME operations.

In order to achieve this dual objective of post COVID-19 recovery and longer term resilience within the MSME sector, the GOSL through the Ministry of Commerce – Small Business Development Centre (SBDC), and in partnership with the Saint Lucia Development Bank (SLDB), have initiated the MSME Loan Grant Facility. The facility's objectives are as follows:

- 1. Provide Capital influx via a Loan and Grant financing facility to approximately 500 MSMEs over a two (2) year period.*
- 2. To deliver a comprehensive package of training and technical support tailored to the specific needs of the individual enterprise or industry.*
- 3. To develop and implement a financial management framework for all beneficiary MSMEs within the first six (6) months.*
- 4. To increase the productive and/or sales output of beneficiary MSMEs by at least 5% by the end of the programme.*

The Facility's main implementing Agency, i.e. the Ministry of Commerce, Manufacturing, Business Development, Cooperatives and Consumer Affairs - through its Small Business Development Centre (SBDC) Unit - seeks to engage trainers, consultants and other third-party stakeholders to implement the project's training and technical support component – related to achieving objectives 2 through 4 above.

2. AUTHORIZATION

2.1. The Ministry of Commerce, Manufacturing, Business Development, Cooperatives and Consumer Affairs (hereinafter referred to as the Implementing Agency) will engage via contract, a memorandum of understanding or memorandum of association – with various public and private sector stakeholders (hereinafter referred to as the Facilitators), to provide training and technical support to the beneficiaries of the MSME Loan Grant Facility.

2.2. The Facilitators report to the Project coordinator as identified by the Implementing Agency.

3. MANDATE AND OBJECTIVES

3.1. The Facilitators' mandate is to equip MSMEs with the necessary knowledge and skills to achieve the objectives of their business plan/ proposal, in keeping with the broader scope of objectives under the MSME Loan-Grant Facility. This will include training and technical support in the following key areas:

- 3.1.1. Financial Management & Business Planning
- 3.1.2. Business Continuity
- 3.1.3. Marketing
- 3.1.4. Digital Literacy (e-Commerce & Digital Presence)
- 3.1.5. Standards Implementation
- 3.1.6. Export Development
- 3.1.7. Labour Management & NIC
- 3.1.8. Environmental Sustainability

4. SCOPE

4.1. Up to a total of 500 MSMEs will benefit from training, consultancies, research, mentorship and other technical support.

4.2. The Facilitators shall be responsible for developing capacity of MSMEs through a variety of training or technical support formats including:

- In-Person training
- Virtual training
- Virtual consultancies
- Group Consultations
- One-on-One consultations
- Site Visits
- Field research
- Desk Research and Analysis
- Other singular or hybrid formats

4.3. The areas of training will be in keeping with those outlined in 3.1 above.

5. ROLES AND RESPONSIBILITIES

5.1. The Facilitators will undertake to perform these services with the highest standards of professional and ethical competence and integrity. The Facilitators are required to perform the following functions:

- a. Develop and implement the agenda for the training or consultations based on agreed deliverables.
- b. Prepare training material for participants
- c. Provide access to training/consultancy material for distribution to participants and the Implementing Agency.
- d. Facilitate the training/technical support based on the agreed agenda, training objectives and deliverables.
- e. Prepare a final report of the training/consultancy that includes:
 1. Evaluation of the MSMEs/businesses and deliverables
 2. Provision of recommendations
 3. Participants' assessment of training/consultation - MSME owners' feedback
- f. The Facilitators may be required to attend meetings prior to and at the conclusion of the training/consultation to coordinate delivery as required by the Implementing Agency.

6. QUALIFICATION AND APPOINTMENT OF FACILITATORS

The selection of persons or agencies to serve as facilitators shall be based on their technical expertise in the identified subject matter, and/or previous experience working with MSMEs. The procedure for selecting facilitators shall be open and transparent. Selection shall be based on predetermined criteria and shall include the following:

Individuals:

- a) A minimum of a bachelor's degree in the areas identified in Section 5.
- b) Knowledge/experience specific to one or more of the industries or sectors under the project scope
- c) Experience working with MSMEs, specifically business training and consultation

Agencies:

- a) Reputable Agencies with a proven track record of training/ consultation
- b) Established Business Support Organizations that are partnered with the SBDC
- c) Onboarded Team of Professionals with relevant subject matter expertise

7. Duration of Contract

Work is expected to start by November 2022 and conclude by September, 2024. The Facilitator/Consultant may be an individual or company and should be able to assume duties by November, 2022.

8. Remuneration & Terms of Payment

- a. The Implementing Agency shall pay to facilitators, fees in keeping with going market rates and based on the format and duration of engagements as well as their qualifications and experience.
- b. The total contract amount shall be paid to the facilitator/consultant in the following manner: after submission of the required deliverables and accompanied by original invoices to the Ministry.
- c. The Ministry shall not enter into an employer/employee relationship with the Facilitator

Note: The Implementing Agency will give preference to Facilitators from within CARICOM including under the Caribbean Technical Consultancy Services (CTCS).

Section VI. General Conditions of Contract for Services (GCC)

1 Definitions

1.1 The following words and expressions shall have the meaning hereby assigned to them:

- (a) "contract" refers to the public procurement contract and means the Public Procurement Contract Agreement, together with the contract documents referred to therein, including all attachments, appendices, and all documents incorporated by reference therein, between a procuring entity and a supplier resulting from public procurement procedures;
- (b) "contract documents" means the documents listed in the Public Procurement Contract Agreement, including any amendments thereto;
- (c) "days" means calendar days unless otherwise stated;
- (d) "goods" means objects of every kind and description including raw materials, products, computer software, software licences and equipment and objects in solid, liquid or gaseous form, and electricity, as well as services incidental to the supply of the goods if the value of those incidental services does not exceed that of the goods themselves;
- (e) "in writing" means communicated in written form with proof of receipt;
- (f) "person" includes a corporation or unincorporated body;
- (g) "procuring entity" –
 - (i) means a Ministry, department or other agency of the Government of Saint Lucia;
 - (ii) includes a Ministry of the Government of Saint Lucia that acts on behalf of a Constituency Council or statutory body; and
- (h) "supplier" means a person, including a joint venture (that is, association of several persons, or firms or companies), who provides or could provide goods, services or works to a procuring entity.

2 Interpretations

- 2.1 Incoterms: Unless inconsistent with any provision of the contract, the meaning of any trade term and the rights and obligations of parties thereunder shall be governed by the rules prescribed by the current edition of Incoterms, as specified **in the SCC**.
- 2.2 Amendment: No amendment or other variation of the contract shall be valid unless it is in writing, is dated, expressly refers to the contract, and is signed by a duly authorised representative of each party thereto.
- 2.3 Non-waiver:
 - (a) Subject to Sub-Clause 2.3(b) below, no relaxation, forbearance, delay, or indulgence by either party in enforcing any of the terms and conditions of the contract or the granting of time by either party to the other shall prejudice, affect, or restrict the rights of that party under the contract, neither shall any waiver by any breach of contract operate as waiver of any subsequent or continuing breach of contract.
 - (b) Any waiver of a party's rights, powers, or remedies under the contract must be in writing, dated, and signed by an authorised representative of the party granting such waiver, and must specify the right and the extent to which it is waived.

3 Governing Law

- 3.1 This contract shall be governed by and interpreted in accordance with the laws of Saint Lucia.

4 Language of the Contract

4.1 The contract as well as all correspondence and documents relating to the contract exchanged by the supplier and the procuring entity shall be written in English.

5 Assignment

5.1 Neither the procuring entity nor the supplier shall assign, in whole or in part, its obligations under this contract, except with prior written consent of the other party.

6 Notices

6.1 Any notice given by one party in respect to the contract shall be in writing to the address specified in the contract.

7 Delivery

7.1 Delivery/Performance shall be made in accordance with the terms stated in the Contract Schedule, to the delivery address and in accordance with the agreed delivery/performance schedule stated in the **SCC**.

8 Insurance

8.1 The contract shall be governed by the terms stated in the Contract Schedule. Where a term is not stated in the Contract Schedule, the supplier shall be liable for insurance against loss or damage incidental to the delivery/performance. Where warranted, Professional liability insurance may be required.

9 Contract Price

9.1 The prices stated in the Contract Schedule are firm and fixed and not subject to any adjustment during contract performance, with the exception of any price adjustments that may apply as stated in the **SCC**.

9.2 In the event of any discrepancy or inconsistency in the contract price stated within the contract documents, the figure written in words in the public procurement contract agreement shall take precedence.

10 Payment

10.1 The procuring entity shall pay to the supplier the sum in accordance with the payment schedule stated in the **SCC** following:

- (a) the issuance from the procuring entity of an Acceptance Certificate that confirms the conditions for payment have been met; and
- (b) The supplier's submission of the original invoice is made to the procuring entity.

10.2 Payments, in the currency of the contract, shall be made promptly by the procuring entity, but in no case later than the timeframe stated in the **SCC**.

10.3 The supplier shall be entitled to interest at the rate shown in the **SCC** where the procuring entity fails to pay any payment by its due date, as defined in Sub-Clause 10.2 above.

11 Taxes and Duties

11.1 For goods manufactured outside SaintLucia, the supplier shall be entirely responsible for all taxes, licence fees, and other such levies imposed outside SaintLucia.

11.2 For goods manufactured within SaintLucia, the supplier shall be entirely responsible for all taxes, duties, etc., incurred until delivery of the goods to the procuring entity.

12 Confidentiality

12.1 Notwithstanding any law to the contrary, the procuring entity and supplier shall keep confidential and shall not, without written consent of the other party hereto, divulge to any third party any documents, data, or other information furnished directly or indirectly by the other party in connection with the contract, whether such information has been furnished prior to, during or following completion or termination of the contract.

13 Delivery/performance and Documents

13.1 The supplier shall provide such delivery/performance as indicated in the contract.

13.2 The documentation requirements shall comply strictly with any instructions that are stated in the SCC.

14 Inspection

14.1 The procuring entity shall verify/ inspect upon delivery/performance to determine that there has been delivery/performance in accordance with the contract. The procuring entity shall issue an Acceptance Certificate once it is satisfied that there has been delivery/performance in accordance with the contract.

14.2 The procuring entity may designate third party inspection agencies to verify performance on its behalf to determine adherence to the specifications stated in the contract. If delivery is subject to third party inspections, details shall be stated in the SCC.

15 Liquidated Damages

15.1 Except as provided under Clause 17, if the supplier fails to deliver/perform any or all of the services within the period specified in the contract, the procuring entity may without prejudice to all its other remedies under the contract, deduct liquidated damages from the contract price until actual delivery/performance is completed, as prescribed in the SCC.

16 Warranty

16.1 Where warranties are required, they shall remain valid for the period of time as indicated in the SCC.

17 Force Majeure

17.1 The supplier shall not be liable for penalties or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the contract is the result of an event of Force-Majeure.

17.2 For purposes of this clause, "Force-Majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but not restricted to, acts of the procuring entity in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

17.3 If a Force-Majeure situation arises, the supplier shall promptly notify the procuring entity in writing of such condition and the cause thereof. Unless otherwise directed by the procuring entity in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by Force-Majeure event.

18 Termination

Termination for Default

18.1 The procuring entity, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate the contract in whole or in part:

(a) if the supplier fails to deliver any or all of the services within the period specified in the contract, or within any extension thereof granted by the procuring entity pursuant to Sub-Clause 6;

(b) if the supplier fails to perform any other obligation under the contract; or

18.2 In the event the procuring entity terminates the contract in whole or in part, pursuant to Sub-Clause 18.1 (a), the procuring entity may procure, upon such terms and in such manner as it deems appropriate, services similar to those undelivered or not performed, and the supplier shall be liable to the procuring entity for any additional costs for such similar services. However, the supplier shall continue performance of the contract to the extent not terminated.

Termination for Insolvency

17.3 The Procuring Entity may at any time terminate the contract by giving notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In such event, termination will be without compensation to the supplier, provided that such termination shall not prejudice or affect right of action or remedy that has accrued or shall accrue thereafter to the procuring entity.

Section VII: Special Conditions of Contract for Services (SCC)

The Procuring Entity must complete all highlighted sections and delete the *italics* prior to issuance of the RFQ.

GCC Clause Reference	
GCC 2.1	The current version of Incoterms is: N/A
GCC 7.1	<p>The supplier shall deliver/perform the services to/at the following location(s):</p> <p>Ministry of Commerce, Manufacturing, Business Development, Cooperatives and Consumer Affairs 4th Floor, Heraldine Rock Building Castries, Waterfront Saint Lucia</p> <p>The latest delivery/performance date to/at the delivery address(es) stated above will be [enter date].</p>
GCC 9.1	The contract price [shall not] be adjustable.
GCC 10.1	<p>The following payment schedule shall apply:</p> <p>[insert payment schedule e.g. 100% payment of the contract price will be made upon delivery of the services or 90% upon delivery and 10% upon inspection and acceptance by the procuring entity].</p>
GCC 10.2	The procuring entity shall pay the supplier within [insert number] days following submission of an invoice by the supplier, and after the procuring entity has accepted it.
GCC 10.3	The supplier shall be entitled to rate of [insert]% per annum for each day until payment has been received.
GCC 13.2	<p>Delivery Requirements</p> <p>The supplier shall provide all services in accordance with the following delivery requirements:</p> <p>(a) [insert any document requirements] <i>(delete if not applicable)</i></p>
GCC 13.2	<p>Document Requirements</p> <p>The following documents are required as part of the Public Procurement Contract:</p> <p>(a) [insert any document requirements] <i>(delete if not applicable)</i></p>
GCC 14.2	The services [shall/shall not] be subject to verification. <i>(Where services are subject to inspection, full details shall be provided including the scope of the inspection and anticipated timeframe)</i>
GCC 15.1	Liquidated damages shall be claimed at a sum equivalent to [insert]% of the delivered price of the delayed services for each week or part thereof of delay until actual delivery, up to a maximum deduction of [insert]%.
GCC 16.3	The warranty period shall remain valid for a period of [insert words] (insert figure) months after the services have been satisfactorily performed.