

**GOVERNMENT OF BARBADOS**



**MINISTRY OF LABOUR AND SOCIAL SECURITY**

**GUIDELINES FOR TECHNICAL PROPOSAL**

**THE CONSULTANCY TO INFORM  
THE INSTITUTIONAL STRENGTHENING OF  
THE NATIONAL EMPLOYMENT BUREAU**

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# TEMPLATE FOR TECHNICAL PROPOSAL

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## 1. Introduction

1.1 The Technical Proposal must follow the format below:

- I. A Letter to the Chairman of Tenders Committee
- II. Bidder Profile
- III. Organizational Background and Experience
- IV. Project Management
- V. Understanding of Services to Be Rendered
- VI. Technical Approach and Methodology
- VII. Work Plan of Activities
- VIII. Staffing

## 2. Letter to the Chairman of Tenders Committee

2.1 All proposals must be submitted to the Tenders Committee with an accompanying letter to the Chairman of this committee.

2.2 The proposals must be packaged as instructed in the **Instructions to Consultants**, Paragraph 6.2.

2.3 The standard format for this letter is as follows:

<<Date>>

The Chairman  
Tenders Committee  
c/o Central Purchasing Department  
Holborn Circle  
St. Michael,  
Barbados

**Subject: Notice of Intent to Submit Proposal in Response to RFP for the Consultancy to Inform the Institutional Strengthening of the National Employment Bureau**

Dear Sir/Madam:

We, the undersigned, offer to provide the services for **The Consultancy to Inform the Institutional Strengthening of the NEB** in accordance with your Request for Proposal. We are hereby submitting our Tender, which constitutes our bid to provide the requested services and includes a Technical Proposal and a Price Proposal sealed under a separate envelope.

We, the undersigned, reviewed the RFP document and accept all the conditions of the consultancy.

We are therefore submitting our Proposal on behalf of [Insert Name of Consultancy Firm] in association with: *[Insert a list with full name and address of each associated Consultant and Subcontracted Firms that would be assisting with the project, if applicable]*

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

We also acknowledge that no proposal will be considered unless it complies with conditions set out in this notice and the Request for Proposal documents.

If our Tender Response is accepted, we undertake to adhere to our Proposal which is binding upon us and is subject to the modifications resulting from Contract negotiations.

We agree to abide by this proposal, consisting of this letter, the detailed response to the RFP and all attachments, for a period of 90 days from the closing date fixed for submission of proposals as stipulated in the RFP document.

We also accept that we are bound to the proposal until a formal contract is prepared and executed and that this Tender Response, together with your written acceptance thereof in your notification of award, shall constitute a binding contract between us.

We undertake, if our Proposal is accepted, to initiate the consulting services related to the assignment not later than the date indicated in Request for Proposal Document.

We further undertake that in competing for the contract and if the award is made to us, in executing the subject contract, we will strictly observe the Laws of Barbados, including the Labour Clauses (Public Contracts) Act and the Prevention of Corruption Act.

We understand you are not bound to accept this proposal or any other tender received.

It is hereby confirmed that I/We are entitled to act on behalf of our corporation/company/firm/partnership and empowered to sign this document as well as all other documents which may be required.

We remain,

Yours sincerely,

Authorized Signature [*In full and initials*]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

### 3. Bidder Profile

3.1 This section seeks to define the entity tendering for the Consultancy including any sub-contractors/associate contractors. The Tenderer shall provide details about the constitution or legal status, place of registration and principle place of business of the consulting firm or in the case of a joint venture, of each party involved. In the case of a JVCA, the legal structure of the current or purposed joint venture must be explained. Evidence of the contractual arrangement between the Lead Consultant and the Sub-contractor must be provided as an Appendix. As referenced in the **Instructions to Consultants**, Paragraph 2.4, this contractual arrangement can include a written statement/memorandum of understanding signed by all parties which would outline the following:

- the proposed administrative arrangement for the management and execution of the assignment
- the delegation of duties and responsibilities among the parties involved.
- the authorized representative of the JVCA
- A statement that clearly establishes that all parties are either jointly or severally liable to the Government of Barbados for the performance of the contract.

3.2 The Template forms for the Bidder and Sub-Contractors/Associate Consultant profiles are as follows:

<b>BIDDER PROFILE</b>			
Type of Consultant (Tick Which Applies)	Single Firm/Company	Joint Venture, Consortium or Association (JVCA)	
Registered Name of Bidding Company <sup>1</sup>			
Business Mailing Address	Street Address 1		
	Street Address 2		
	Parish		
	City		
Business Contact Numbers	Country		
	Telephone		
Business Contact Numbers	Fax		
Business Email Address			
Business Website			
<b>Contact Information</b>			
Contact Name of the Bidder			
Contact's Position with Bidder			
Contact's Mailing Address (if different from above)	Street Address 1		
	Street Address 2		
	Parish		
	City		
Contact's Contact Numbers (if different from above)	Country		
	Telephone		
Contact's Contact Numbers (if different from above)	Fax		
	Cell		
Contact's Email Address (If different from above)			
Contact's Website (If different from above)			
<b>Company Registration Details:</b>			
Registered Company Name			
Company Registration Number			
Date of Commencement of Business			
Name of Incorporator (s)			
Company Status (Public Ltd, Private Ltd, Ltd Liability etc.)			

<sup>1</sup> In the case of a JVCA, the firm chosen to represent the JVCA should be entered.

**Please duplicate the following as required:**

<b>SUB-CONTRACTORS/ ASSOCIATE CONSULTANT PROFILE (if Applicable)</b>		
Sub-Contractor's Name		
Sub-Contractor's Mailing Address	Street Address 1	
	Street Address 2	
	Parish	
	City	
	Country	
Sub-Contractor's Contact Numbers	Telephone	
	Fax	
	Cell	
Sub-Contractor's Email Address		
Sub-Contractor's Website		
<b>Company Registration Details (if applicable)</b>		
Registered Company Name		
Company Registration Number		
Date of Commencement of Business		
Name of Incorporator (s)		
Company Status (Public Ltd, Private Ltd, Limited Liability etc.)		

## 4. Organizational Background and Experience

- 4.1 This section should provide a brief description of the background of the tendering firm/entity and each associate for this assignment.
- 4.2 The background must also highlight any assignment for which tenderer (including each associate in a JVCA) was legally contracted either individually, as a corporate entity or as one of the major companies within a JVCA, for carrying out consulting services similar to the ones requested under this assignment in the last ten (10) years.
- 4.3 The template to summarize this past relevant experience is as follows:

**Relevant Services Carried Out in the Last Five Years That Best Illustrate Qualifications**

Consultant's Name			
Assignment Name:		Approx. Value Of The Contract (In BDD\$ ):	
Country:	Duration of assignment (months):	Approximate Value of Services (BDD \$)	
Location within country:			
Name of Client:		Total N <sup>o</sup> of staff-months of the assignment:	
Address:		Approx. value of the services provided by your firm under the contract (BDD \$):	
Start date (month/year):		Completion date (month/year):	
Name of associated Consultants, if any:		Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader):	
Narrative description of Project:			
Description of actual services provided by your staff within the assignment:			

## 5. Project Management

5.1 The proposed project management details must also be articulated and include, but is not limited to, the following:

- Location of personnel
- Proposed travel arrangements (if applicable)
- Administrative support required
- Communication and coordination strategies
- Management of associate consultants/specialists
- Integration of separate technical components

## 6. Understanding of Services to Be Rendered

6.1 In this section, the Bidder must summarize his/her understanding of the Terms of Reference, specifically the objectives to be met, the scope of work involved and the output expected.

6.2 The Bidder should also highlight and justify any proposed modifications or improvements to the Terms of Reference which could improve the delivery of the consultancy services to be rendered in the conduct of the assignment. Such recommendations may include the exclusion of an activity which is believed to be unnecessary, the addition of activities that are necessary and was not accounted for or the rephrasing of activities. Any suggestion must be concise and to the point and should be incorporated into the proposal.

## 7. Technical Approach and Methodology

7.1 This section highlights the problems being addressed and their importance. It must also define the technical approach that would be adopted to address them and should therefore explain the following:

- The proposed approach to the services requested
- Particulars about the methodology and inputs required for carrying out the activities and obtaining the expected output, and
- The degree of detail of each output which should be compatible with those requested in the TOR.

7.2 This section should also highlight the compatibility of those methodologies with the proposed approach as set out in the Terms of Reference.

7.3 Illustrations such as flowcharts to simplify the information within this section are welcomed.

## 8. Work Plan of Activities

8.1 This section should clearly outline the content (i.e. the sub activities) of the assignment’s main activities and their duration, phasing and interrelations.

8.2 Milestones (including interim approvals by the MLS), and delivery dates of the reports must be established to allow for the accurate measurement of the project’s progress against the work plan.

8.3 The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan.

8.4 A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here.

8.5 As a short term consultancy, the work schedule should be charted as a weekly bar chart or Gantt chart.

8.6 For phased assignments, the work schedule should be charted to indicate activities, delivery of reports, and benchmarks separately for each phase. This condition applies to this project.

8.7 An example of a simple phased work schedule is illustrated below:

N°	Activity	Days/ Weeks/ Months						
		1	2	3	4	5	6	n
<b>Phase 1:</b>								
1	Preliminary meeting with Stakeholders							
2	Preparation of Report A							
3	Client’s Approval of Report A							
4								
5								
n								
<b>Phase 2:</b>								
1								
2								
3								
4								
5								
n								

## 9. Staffing

9.1 This section should highlight the structure and composition of the Consultancy team. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff. This information should be summarized in the table below:

<b>Professional Staff</b>				
Name of Staff	Firm	Area of Expertise	Position Assigned	Task Assigned

9.2 The curriculum vitae of each team member must be featured in this section and must include the following:

- Education and Training Background (including the area of study, the institutions attended, certification attained and date of attainment)
- Membership of Professional Associations
- Employment Record (starting with present position and listing in reverse order and any relevant past employment, specifying the dates of employment, names of employers and positions held)
- Details about relevant experience that illustrates the Consultant’s capabilities are handling the tasks assigned. Specific reference to the tasks assigned should be made.
- Personal References

9.3 Each CV should be signed and certified as follows:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

\_\_\_\_\_ Date: \_\_\_\_\_  
*[Signature of staff member or authorized representative of the staff]* *Day/Month/Year*

Full name of authorized representative: \_\_\_\_\_

- 9.4 Any support staff that would be utilized for the execution of the assignment must be highlighted in this section. This includes clerical staff, research assistants and/or any other relevant technical support. If any of this support is to be outsourced to a third party firm, this should be clearly indicated.
- 9.5 This section should also include a staffing schedule which clearly indicates the individual input of the professional staff on the consultancy team and distinguishes between time spent in the home office/base of the Consultant and field work (i.e. work carried out at a place other the Consultant's home office). The schedule should also indicate the scheduling of work being carried out by support staff. If applicable, the work of foreign and local support should also be clearly distinguishable.

9.6 An example of a staffing schedule is as follows:

No	Name of Staff	Position	Period																								Total Staff Day Input					
			Month	1				2				3				4				5				6								
			Week	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23		24				
1	Jane Doe	Specialist 1 (Team Leader)	Days	5			5		5	5			1	1	1	1			1	1									5	5		40
2	John Doe	Specialist 2	Days	5	5									5						5									5	5		30
3	Research Assistants		Days	5					5	5	5	5	5	5																		30

Staff Days should represent the time spent operating from home base and the time doing field work.