

# 75121000 SERVICES CONTRACT NOTICE OPEN Procedure

Administrative educational services

## 1. PROCURING ENTITY

Name:	Ministry of Education Belize - Projects		
Registration No:			
Type of PE and Main Activity Exercised:	Governmental organisations Education Related Projects		
Address:	West Block Administration Building - 3rd Floor, Belmopan		
Internet Address:			
Telephone:	+501 822-2329	E-mail:	project.coordinator@moe.gov.bz

### Contact person in charge:

Name, Last Name:	Melanie Gladden		
Telephone:	(501) 828-5147	E-mail:	procurement.specialist@moe.gov.bz

### Responsible officer filling the form(if different)

Name, Last Name:	Melanie Gladden		
Telephone:	+501 822-2329	E-mail:	melzington@gmail.com

E-mail of the service from which additional information may be obtained (if different):	procurement.specialist@moe.gov.bz
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Internet address of the service from which additional information may be obtained (if different):	
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<b>Where appropriate</b> , is any other form of joint procurement involved:	
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## 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:	procurement.specialist@moe.gov.bz
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Where unrestricted and full direct access, free of charge, is not available, an indication of how the procurement documents can be accessed:	
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Payment for the procurement documents (if applicable)(amount):	
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**3. PROCUREMENT NUMBER**

Procurement Number:

EQIP1

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

Individual Consulting Service for the post of Administrative Assistant for the Project Executing Unit (PEU). The objective of the consultancy is to provide clerical and administrative support for the Senior Project Coordinator and the Project Executing Unit (PEU).

**5. CPV CODES**

Main CPV code:

75121000 - Administrative educational services

Additional CPV Codes (if necessary):

Supplementary CPV codes (if necessary):

**6. ADDRESS FOR THE PLACE OF PERFORMANCE**

1900 Constitution Drive, Belmopan

**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: 01/10/2020

To: 30/09/2021

Or

Duration:  months**10. CONDITIONS FOR PARTICIPATION**

Applicants must be from an eligible Inter- Development Bank (IDB) member country.

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:**

Not Applicable.

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

Consultants will be selected in accordance with the procedures set out in the Inter-American Development Bank Policies for the Selection and Contracting of Consultants financed by the Inter-American Development Bank-GN-2350-9, and is open to all eligible candidates as defined in the policies.

**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**

28/08/2020 02:00

**15. TIME LIMIT FOR RECEIPT OF CLARIFICATIONS**

**16. ADDRESS TO WHICH TENDERS SHALL BE TRANSMITTED**

Address:	1900 Constitution Drive
City:	Belmopan
ZIP Code:	
Country:	BZ
URL:	

**17. TENDER OPENING**

Duration during which the tenderer must maintain its tender. Duration (in days):	
Date for the opening of tenders:	28/08/2020
Time for the opening of tenders:	02:15
Place for the opening of tenders:	1900 Constitution Drive, Belmopan
Persons authorized to be present at such opening	Procurement Specialist

**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).**

Inter-American Development Bank (IDB)

**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**

No

**21. DATE OF DISPATCH OF THE NOTICE**

01/09/2020

**22. ANY OTHER RELEVANT INFORMATION**

Not applicable