

72000000 SERVICES CONTRACT NOTICE OPEN Procedure

IT services: consulting, software development, Internet and support

1. PROCURING ENTITY

Name:	Belize Tax Service Department		
Registration No:			
Type of PE and Main Activity Exercised:	Governmental organisations Inland Revenue Tax Administration		
Address:	Charles Bartlett Hyde Building, Mahogany Street Extension, Belize City		
Internet Address:	www.bts.gov.bz		
Telephone:	+501 2225074	E-mail:	Info@bts.gov.bz

Contact person in charge:

Name, Last Name:	Gisel Correa		
Telephone:	+501 2225114	E-mail:	gisel.correa@mof.gov.bz

Responsible officer filling the form(if different)

Name, Last Name:	Stephanie Pouchie		
Telephone:	+501 2225114 Ext. 339	E-mail:	Stephanie.Pouchie@mof.gov.bz

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:

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:

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 purpose of this consultancy is to produce a careful assessment of already existing data in SIGTAS; and data migration from the existing platform to the Staging Database. The consulting firm will be responsible for carrying out these tasks and various aspects will be taken into strict consideration in the process including, among others:
(a) The costs and benefits of re-registration of existing taxpayers
(b) The costs and benefits of transferring or migrating account balances
(c) The feasibility and costs of update of individual and business information

5. CPV CODES

Main CPV code:
Additional CPV Codes (if necessary):
Supplementary CPV codes (if necessary):

6. ADDRESS FOR THE PLACE OF PERFORMANCE

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 ESTIMATED VALUE OF THE CONTRACT(this information shall not be published):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: To:
Or
Duration: months

10. CONDITIONS FOR PARTICIPATION

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, March 2011 edition) Selection based on the Consultants' Qualification and is open to all eligible consultants as defined in the IDB policies. The selected firm will be selected based on its experience and competence relevant to the assignment and most appropriate qualifications and references. Only the highest ranked consulting firm from the short-listed firms will be notified and will be asked to submit a technical and price proposal.
Interested consultants should request the Complete Terms of Reference and may obtain further information at the address below during office hours Monday to Friday 8:30 a.m. to 4:30 p.m. Mondays through Fridays. Expressions of interest must be delivered via direct mail or e-mail at the address indicated below by 4:00 p.m. on November 13, 2020.

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:

The Ministry of Finance now invites eligible consultants to indicate their interest in providing the services. Interested eligible consultants should request the complete Terms of Reference and must submit an Expression of Interest providing information establishing that they are qualified to perform the services (brochures, description of similar assignments, experience in similar conditions, availability of appropriate skills, etc.). The term "consultant" means a legally-established professional consulting firm or an entity that may provide the services.

Expression of Interest package should contain:

- (i) Comprehensive proposal explaining interest, experience, and competence of the consulting firm.
- (ii) Comprehensive resume
- (iii) Copy of degrees of Lead Consultant
- (iv) Firms experience in the assignment of similar consultancy services during the past five years.
- (v) Firms evidence of past jobs.
- (vi) Two references

Additional documentation required for National firms:

- (vii) Copy of Certificate of Good Standing from Belize Company Registry
- (viii) Copy of Certificate of Good Standing from the Social Security Board
- (ix) Copy of Certificate of Good Standing from the Belize Tax Service
- (x) Current Trade License

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

The lead consultant should have at least a Bachelor's Degree in Business, Computer Science, Information Systems Management Technology Management Information Systems, or related field. The consulting firm must have at least a minimum of five (5) relevant working experience in IT Management and project Management demonstrating knowledge wit data profiling, data analysis, data cleansing and data migrating along with at least four (4) years of working experience as a data analyst for data migration or assignment of similar consultancy in the last five (5) calendar years (between 2015-2020). Similarly, the consulting firm must demonstrate:

- Strong expertise of hardware and software technologies to upgrade an existing system.
- Communication and interpersonal skills with end-users (sharing technical skills to non-IT clients)
- Excellent analytical and problem-solving skills (the ability to tackle difficult situations)
- Familiarity with data management and governance
- Experience with data analysis and migration of legacy data to cloud-based systems and APIs
- Data conversion and/or quality control experience
- Experience with querying databases and using statistical computer languages: R, Python, SQL, etc.
- General understanding of tax and financial systems
- General understanding of decision support systems
- Familiarity and knowledge of interoperability strategies and frameworks.
- Ability to design and build relational and dimensional databases
- Works well as part of a large geographically dispersed team

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

13/11/2020 16:00

15. TIME LIMIT FOR RECEIPT OF CLARIFICATIONS**16. ADDRESS TO WHICH TENDERS SHALL BE TRANSMITTED**

Address:

Charles Barlett Hyde Bldg. Mahogany Street

City:

Belize City

ZIP Code:

Country:

BZ

URL:

<http://stephanie.pouchie@mof.gov.bz>**17. TENDER OPENING**

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

Date for the opening of tenders:

19/11/2020

Time for the opening of tenders:

09:00

Place for the opening of tenders:

Belize Tax Service

Persons authorized to be present at such opening

Ministry of Finance

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

EN

NL

FR

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).

[Strengthening of Tax Administration Project - Project executing Unit and the Technical Working Group, Ministry of Finance](#)

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

03/11/2020

22. ANY OTHER RELEVANT INFORMATION

[BIDS CAN BE SUBMITTED IN HARD COPY OR VIA EMAIL TO THE EMAIL ADDRESS PROVIDED.](#)

Mrs. Gisela Correa
Project Coordinator
Project Executing Unit
Strengthening of Tax Administration Project
Charles Bartlett Hyde Building
Mahogany Street, Belize City
Tel: 501-222-5114/E-mail: gisela.correa@mof.gov.bz
For clarifications kindly contact:
Stephanie Pouchie
Procurement Specialist
Project Executing Unit
Strengthening of Tax Administration Project
Charles Bartlett Hyde Building
Mahogany Street, Belize City
Tel: 501-222-5114/E-mail: stephanie.pouchie@mof.gov.bz