

## 72000000 SERVICES CONTRACT NOTICE RESTRICTED Procedure

IT services: consulting, software development, Internet and support  
(in a case of two stage procedure only)

### 1. PROCURING ENTITY

|   |  |  |
|---|--|--|
| Name:                                   | Belize Tax Service Department  |  |
| Registration No:                        |  |  |
| Type of PE and Main Activity Exercised: | Governmental organisations<br>Inland Revenue Tax Administration        |  |
| Address:                                | Charles Bartlett Hyde Building, Mahogany Street Extension, Belize City |  |
| Internet Address:                       | <a href="https://bts.gov.bz/">https://bts.gov.bz/</a>                  |  |
| Telephone:                              | +501 2225074   | E-mail: <a href="mailto:Info@bts.gov.bz">Info@bts.gov.bz</a> |

### Contact person in charge:

|                  |                     |  |
|------------------|---------------------|--|
| Name, Last Name: | Michelle Longsworth |  |
| Telephone:       | +501 2225114        | E-mail: <a href="mailto:michelle.longsworth@mof.gov.bz">michelle.longsworth@mof.gov.bz</a> |

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

|                  |                   |  |
|------------------|-------------------|--|
| Name, Last Name: | Stephanie Pouchie |  |
| Telephone:       | +501 2225074      | E-mail: <a href="mailto:Stephanie.Pouchie@mof.gov.bz">Stephanie.Pouchie@mof.gov.bz</a> |

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:

[gisel.correa@mof.gov.bz](mailto:gisel.correa@mof.gov.bz)  
[stephanie.pouchie@mof.gov.bz](mailto:stephanie.pouchie@mof.gov.bz)

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:

WBS# 3.1

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

1.1 The purpose of this consultancy is to develop an Information and Communication Technology Strategic Plan hereinafter referred as ICTSP and conduct sensitization workshops, , with an aim of establishing horizontal realignment of policies to address organization, semantics and technical interoperability across BTS departments and the Central Information Technology Office (CITO). The ICTSP is an instrument designed to ensure that the actions developed as well as the investments made in the areas of information and communication technology are focused on the priorities and guidelines needed for its effectiveness. The ICTSP shall comprise, but it is not limited to:

- (a) Applications/Software needs;
- (b) Equipment/Hardware needs and specifications (for all environments, including the contingency environment/ solution and infrastructure for datacenter disaster recovery and risk management);
- (c) Processing capacities and storage requirements;
- (d) Security specifications and protocols;
- (e) Connectivity requirements;
- (f) Systems integration;
- (g) Portal(s) administration; and
- (h) Data sharing and interoperability policies.

1.2 The IT consultant will be responsible to plan for the implementation of the ICTSP, including conducting workshops to discuss and disseminate the information and technology strategic plan.

**5. CPV CODES**

Main CPV code:

72000000 - IT services: consulting, software development, Internet and support

Additional CPV Codes (if necessary):

72600000 - Computer support and consultancy services

Supplementary CPV codes (if necessary):

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

Charles Barlett Hyde Bldg, Mahogany St. Belize City

**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**

The Ministry of Finance now invite 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.).

Expression of Interest package should contain:

- (i) Cover letter briefly explaining interest, experience, and competence of the consultant
- (ii) Comprehensive resume
- (iii) Copy of degrees/certificates
- (iv) List of at least two references

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 section 5 – individual consultants and is open to all eligible candidates as defined in the IDB policies. The individual consultant will be selected based on their experience and competence relevant to the assignment and most appropriate qualifications and references in accordance with the Comparison of Qualifications method set out in the Consultant Policies. Only the highest ranked applicant will be notified.

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:**

Interested eligible 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 package must be delivered or e-mailed at the address indicated below by 4:00 p.m. on November 30, 2020.

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

**7. QUALIFICATION OF CONSULTANT**

The Consultant selected should have the following characteristics:

Minimum Academic degree: At least a bachelor's degree in computer science, Information Systems Management Technology, Management Information system, software engineering and/or equivalent standard of education.

General Experience: At least a minimum of five (5) years relevant working experience in IT Management and Project Management.

Specific Experience: At least five (5) years of working experience in ICT, Management Information System, or assignment of similar consultancy in the last five (5) calendar years (2015-2020).

**8. SKILLS, KNOWLEDGE, ABILITIES**

The selected consultant will need to have or show:

- Demonstrate expertise of hardware and software technologies to upgrade an existing system
- Communication and interpersonal skills (sharing technical skills to non-IT clients)
- Excellent analytical and problem-solving skills (the ability to tackle difficult situations)
- Market expertise (Should be updated with the new and advanced technologies in the market)
- Business Strategy (supporting business and organizational goals)
- Knowledge in business continuity planning.
- Knowledge of IT standards, procedures, and protocols
- Presentation and facilitation skill
- Flexibility and adaptability
- Time management skills
- Highly motivated and committed

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

**14. WHERE RECOURSE IS MADE TO THE OPTION OF REDUCING THE NUMBER OF CANDIDATES TO BE INVITED TO SUBMIT TENDERS, MINIMUM AND, WHERE APPROPRIATE, PROPOSED MAXIMUM NUMBER OF SUPPLIERS AND OBJECTIVE CRITERIA TO BE USED TO CHOOSE THE SUPLIERS IN QUESTION.**

|                |                      |
|----------------|----------------------|
| Minimum number | <input type="text"/> |
| Maximum number | <input type="text"/> |
| Criteria used  | <input type="text"/> |

**15. TIME LIMITS for requests to participate**

|                                  |
|----------------------------------|
| <a href="#">30/11/2020 00:00</a> |
|----------------------------------|

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

|                      |
|----------------------|
| <input type="text"/> |
|----------------------|

**17. ADDRESS TO WHICH REQUESTS TO PARTICIPATE SHALL BE TRANSMITTED**

|           |   |
|-----------|---|
| Address:  | <a href="#">Charles Bartlett Hyde Building</a>        |
| City:     | <a href="#">Mahogany Street, Belize City</a>          |
| ZIP Code: | <input type="text"/>                                  |
| Country:  | <a href="#">BZ</a>                                    |
| URL:      | <a href="https://bts.gov.bz/">https://bts.gov.bz/</a> |

**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).**

[PEU, MOF](#)

**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****14. CRITERIA for SELECTION**

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 section 5 – individual consultants and is open to all eligible candidates as defined in the IDB policies. The individual consultant will be selected based on their experience and competence relevant to the assignment and most appropriate qualifications and references in accordance with the Comparison of Qualifications method set out in the Consultant Policies. Only the highest ranked applicant will be notified.

**15. APPLICATION PROCEDURES:**

The following documents must be included:

Expression of Interest package should contain:

- (i) Cover letter briefly explaining interest, experience, and competence of the consultant
- (ii) Comprehensive resume
- (iii) Copy of degrees/certificates
- (iv) List of at least two references
- (v) Proof of nationality: copy of documentation of nationality

Qualified Consultant should submit their application via e-mail to [Michelle.Longsworth@bts.gov.bz](mailto:Michelle.Longsworth@bts.gov.bz) marked STAP-National Individual Consultant to Develop an Information and Communication Technology Strategic Plan (ICTSP) in the subject header, or submit before or on 4:00 p.m. on Monday, November 30, 2020 to the following address:

Director General

Belize Tax Service

Strengthening of Tax Administration Project

Charles Bartlett Hyde Building

Mahogany Street, Belize City

Tel: 501-222-5114

For clarifications kindly contact:

Procurement Officer

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](mailto:stephanie.pouchie@mof.gov.bz)