

75120000 SERVICES CONTRACT NOTICE OPEN Procedure

Administrative services of agencies

1. PROCURING ENTITY

| | | | |
|---|---|---------|----------------------------|
| Name: | Central Procurement Unit Belize | | |
| Registration No: | | | |
| Type of PE and Main Activity Exercised: | Governmental organisations Public Procurement Coordination | | |
| Address: | Sir Edney Cain Building, City of Belmopan, Cayo | | |
| Internet Address: | | | |
| Telephone: | 5018285264 | E-mail: | procurementunit@mof.gov.bz |

Contact person in charge:

| | | | |
|------------------|---------------------|---------|--------------------------------|
| Name, Last Name: | Public Private Desk | | |
| Telephone: | (501) 828-5264 | E-mail: | project.coordinator@opm.gov.bz |

Responsible officer filling the form(if different)

| | | | |
|------------------|------------------------------|---------|----------------------------|
| Name, Last Name: | Central Procurement Unit MOF | | |
| Telephone: | +501 828-7002 | E-mail: | procurementunit@mof.gov.bz |

| | |
|---|--------------------------------|
| E-mail of the service from which additional information may be obtained (if different): | project.coordinator@opm.gov.bz |
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|---|--|
| Internet address of the service from which additional information may be obtained (if different): | |
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| | |
|---|--|
| Where appropriate, 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: | project.coordinator@opm.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): | |
|--|--|

3. PROCUREMENT NUMBER

Procurement Number:

OPM22-23002

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

CONSULTING SERVICES: Public Private Partnership Unit (PPP Unit) Administrative Assistant

5. CPV CODES

Main CPV code:

75120000 - Administrative services of agencies

Additional CPV Codes (if necessary):

75112100 - Administrative development project services

75100000 - Administration services

75112000 - Administrative services for business operations

Supplementary CPV codes (if necessary):

6. ADDRESS FOR THE PLACE OF PERFORMANCE

Ministry of Finance, 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:

12

months

10. CONDITIONS FOR PARTICIPATION

Preferably a post graduate qualification in Business Administration, or related field.
Preferably three (3) years' experience on technical and administrative works.
The PPP Unit Administrative Assistant must be fluent in written and spoken English.
Proficiency in Spanish would be considered an asset.

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:

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 Government's Procurement Policy.

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

15/01/2023 12:00

15. TIME LIMIT FOR RECEIPT OF CLARIFICATIONS

11/01/2023 17:00

16. ADDRESS TO WHICH TENDERS SHALL BE TRANSMITTED

| | |
|-----------|---|
| Address: | Office of the Prime Minister 3rd Floor, Sir Edney |
| City: | Belmopan |
| ZIP Code: | |
| Country: | BZ |
| URL: | https://edc.gov.bz/ |

17. TENDER OPENING

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| Duration during which the tenderer must maintain its tender. Duration (in days): | 30 |
| Date for the opening of tenders: | 16/01/2023 |
| Time for the opening of tenders: | 12:00 |
| Place for the opening of tenders: | Office of the Prime Minister, Belmopan |
| Persons authorized to be present at such opening | N/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).

Economic Development Council
Office of the Prime Minister

3rd Floor, Sir Edney Cain Building
City of Belmopan, Belize
Telephone: (501) 828-5264 / 828-5262
E-mail: project.coordinator@opm.gov.bz

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

30/12/2022

22. ANY OTHER RELEVANT INFORMATION

Please submit all queries and bid submission to:
Public Private Desk
Economic Development Council
Office of the Prime Minister
3rd Floor, Sir Edney Cain Building
City of Belmopan, Belize
Telephone: (501) 828-5264 / 828-5262
E-mail: project.coordinator@opm.gov.bz