

# INVITATION FOR BIDS (IFB)

27<sup>th</sup> January 2012



## ORGANISATION OF EASTERN CARIBBEAN STATES



*Commonwealth of Dominica, Grenada, St. Lucia and St. Vincent & the Grenadines*

*Electronic Government for Regional Integration Project (EGRIP)*

*Project ID: P100635, P117087*

*IDA CREDITS: 4451-LC, 4452-GD, 4453-DM, 4650-VC*

*Software Package for National Budget Preparation*

*IFB No.: EGRIP/ICB/2.1c-G-1a*

1. This Invitation for Bids (IFB) follows the General Procurement Notice (GPN) for this project that appeared in the UN Development Business website on *06 January 2009*.
2. The Governments of the *Commonwealth of Dominica, Grenada, St. Lucia and St. Vincent & the Grenadines* have each received a credit from the *International Development Association* toward the cost of the *Electronic Government for Regional Integration Project (EGRIP)*, and intend to apply part of the proceeds of these credits to payments under the agreement(s) resulting from this *Software Package for National Budget Preparation [EGRIP/ICB/2.1c-G-1a]*. Bidding will be governed by the World Bank's eligibility rules and procedures.
3. The *Regional Electronic Government Unit (REGU), of the Organisation of Eastern Caribbean States (OECS)* serves as the implementing agency for the project and now invites sealed bids from eligible Bidders for *an already existent software package for national Budget Preparation*. The software package offered by the bidder MUST fully assist the national Budget offices, the ministries and units within ministries in the various steps of the national budgets preparation process including:
  - aggregation and desegregation at the national, ministerial and unit level;
  - definition, analysis, tracking and reporting of performance indicators;
  - preparation of the Annual National Budget document for publication;
  - monitoring of the budgeting process; and
  - handling economic "what if" assumptions.
4. Bidding will be conducted using the International Competitive Bidding (ICB) procedures specified in the World Bank's Guidelines: Procurement under IBRD Loans and IDA Credits, edition of *May 2004, revised October 2006*, and is open to all Bidders eligible as

defined in these Guidelines, that meet the following minimum qualification criteria: *the software package to be procured MUST be already in use for budget preparation in at least two organizations similar to the Purchasers and using the SmartStream (SS) Accounting software package. Potential bidders MUST include in their bids a detailed description of these references, including contact information (i.e. e-mail addresses) of end-users in the two organizations currently utilizing SS and the proposed software for budget preparation.*

5. Interested eligible Bidders may obtain further information from the **REGU** and inspect the bidding documents at the address given below on working days from **9:00 a.m. to 4:30p.m.** A pre-bid meeting which potential bidders may attend will be held on **Wednesday 21<sup>st</sup> March 2012 at 10:00 am.**
6. A complete set of bidding documents in *English may be purchased from the REGU on the submission of an email application to the Project Manager (at [egrip@oecs.org](mailto:egrip@oecs.org))* and upon payment of a nonrefundable instant charge of **USD150.00 (or XCD400.00)**. The method of payment will be *by* cashier's check or direct deposit into the projects account. Prior registration is required for submitting clarification questions on the bidding documents and receiving automatic notice of answers and of addenda to the bidding documents. The .PDF version of the bidding documents issued via **e-mail** from [egrip@oecs.org](mailto:egrip@oecs.org) , and any addenda to it, will be the binding one. For the convenience of Bidders an unofficial MS Word copy of the Bidding Documents will be included in the e-mail.
7. Bids must be delivered to the address below at or before **10:00 am, 24<sup>th</sup> April 2012.** Bids *need* to be secured **by a Bid-Securing Declaration.** Late bids will be rejected. Bids will be opened in the presence of Bidders' representatives who choose to attend at the address below at **10:30 am, 24<sup>th</sup> April 2012.**
8. The attention of prospective Bidders is drawn to (i) the fact that they will be required to certify in their bids that all software is either covered by a valid license or was produced by the Bidder and (ii) that violations are considered fraud, which can result in ineligibility to be awarded World Bank-financed contracts.

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