

Invitation for Bids (IFB)

AUGUST 2011



ORGANISATION OF EASTERN CARIBBEAN STATES



Electronic Government for Regional Integration Project (EGRIP)

[PROJECT ID: P100635, P117087]

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

Design, Development and Implementation of Tax e-filing System

[IFB No: EGRIP/ICB/2.2b-G-1]

1. This Invitation for Bids (IFB) follows the General Procurement Notice (GPN) for this project that appeared in in *dgMarket*, issue no. GPN001/2008 of 5 May 2008
2. The Governments of Dominica, Grenada, Saint Lucia and St. Vincent and the Grenadines have each received individual credits from the **International Development Association (IDA)** toward the cost of the **OECS Electronic Government for Regional Integration Project (EGRIP)**, and it intends to apply part of the proceeds of these credits to payments under the agreement resulting from this **Design, Development and Implementation of Tax e-filing System [EGRIP/ICB/2.2b-G-1]**. Bidding will be governed by the World Bank's eligibility rules and procedures.
3. The **Regional E-Government Unit (REGU) of the OECS Secretariat** serves as the implementing agency for the project and now invites sealed bids from eligible Bidders for **Design, Development, Installation and Training for a Front End (FE) system enabling taxpayers and the tax personnel of the four countries to interact electronically with the authorities for the purposes of (i) registration, (ii) filing of declarations and returns, (iii) performing electronic payments of taxes. The on-line FE will be designed and implemented so that it can interface, in principle, with any underlying core tax administration system, and will allow for integration with the banking system for payments and refunds, including payments through a future regional payments gateway.**
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 October 2006, and is open to all Bidders eligible as defined in these Guidelines, that meet the following minimum qualification criteria: For the past 3 years, the Bidder must demonstrate-
 - i. Completion at least 1 successful contracts involving designing and implementing e-filing solutions for relevant public authorities.

- ii. Proven record of successfully designing and implementing at least 2 payment solutions or, at least substantial elements of it.
 - iii. Annual turn-over of at least 2 times of the estimated value of the proposed Contract.
 - iv. Sufficient size, capacity and adequate skills to provide all technical components and to perform design, development, testing and operational implementation of the requested system components.
 - v. Project team (with minimum relevant experience) comprising Project Manager (8 years), two Business Analysts (5 years), two Systems Analysts/Designers (8 years) and two SW Systems developers/programmers (3 years).
5. Interested eligible Bidders may obtain further information from the **Regional E-Government Unit (REGU) of the OECS Secretariat** and inspect the bidding documents at the address given below from **9:00 am to 4:00 pm**. A pre-bid meeting which potential bidders may attend will be held on at **10:00 am on Tuesday 20th September 2011**, at the address indicated below.
 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@oeecs.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 of 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 **email** from egrip@oeecs.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 email.
 7. Bids must be delivered to the address below at or before **10:00 am, Thursday 3rd November 2011**. Bids *need* to be secured **by a Bid Security**. The amount of Bid Security required is **USD 7,500.00, or an equivalent amount in Eastern Caribbean currency**. Late bids will be rejected. Bids will be opened in the presence of Bidders' representatives who choose to attend at the address below¹⁴ at **10:30 am, Thursday 3rd November 2011**.
 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.

The address referred to above is:

**The Project Manager
E-Government for Regional Integration Project
Regional E-Government Unit
OECS Secretariat
Frank Johnson Avenue, Morne Fortune,
Castries, Saint Lucia
Telephone: 758- 455-6327 / 453-0669 / 456-0572
Fax Number: 758- 458-5079
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