

75112100 SERVICES CONTRACT NOTICE OPEN Procedure

Administrative development project services

1. PROCURING ENTITY

| | | | |
|---|---|---------|--------------------------|
| Name: | Resilient Rural Belize Programme | | |
| Registration No: | RRB.CS.30 | | |
| Type of PE and Main Activity Exercised: | Governmental organisations Increase resilience of smallholder farmers | | |
| Address: | Ministry of Economic Development, Petroleum, Investment, Trade and Commerce | | |
| Internet Address: | | | |
| Telephone: | 822-0044 | E-mail: | beresilient.pm@gmail.com |

Contact person in charge:

| | | | |
|------------------|----------------|---------|------------------------|
| Name, Last Name: | Tracey Recinos | | |
| Telephone: | 8220044 | E-mail: | Thanson.rrb@med.gov.bz |

Responsible officer filling the form(if different)

| | | | |
|------------------|---------------|---------|------------------------|
| Name, Last Name: | Tracey Hanson | | |
| Telephone: | 8220044 | E-mail: | Thanson.rrb@med.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:

Thanson.rrb@med.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:

RRB.CS.30

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 Finance Associate is responsible for planning and executing all necessary financial and accounting functions ensuring that they are following the requirements of the Financing Agreements between GOB and IFAD.

5. CPV CODES

Main CPV code:

75112100 - Administrative development project services

Additional CPV Codes (if necessary):

Supplementary CPV codes (if necessary):

6. ADDRESS FOR THE PLACE OF PERFORMANCE

Belmopan

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 ESTIMATED VALUE OF THE CONTRACT(this information shall not be published):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: 01/07/2021

To: 30/06/2022

Or

Duration: [] months

10. CONDITIONS FOR PARTICIPATION

Academic Qualifications:

The Financial Associate shall possess a minimum of an associate degree in Accounting, Finance or Business Administration.

Required Experience:

- Minimum of three (3) years' experience working in Finance, Accounting, Business Administration, or a related field. Experience in accounting for projects financed by external donors will be an asset.
- Minimum, of three (3) years' experience in bookkeeping functions and procedures.
- Minimum of two (2) years' experience working with computerized accounting systems, specifically QuickBooks.
- Minimum of two (2) years' experience in Records Management.
- Minimum of two (2) years' experience preparing financial reports and budgets.

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:

[Empty box]

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

Academic Qualifications:
 The Financial Associate shall possess a minimum of an associate degree in Accounting, Finance or Business Administration. 25pts

Required Experience:

- Minimum of three (3) years' experience working in Finance, Accounting, Business Administration, or a related field. Experience in accounting for projects financed by external donors will be an asset. 25 pts
- Minimum, of three (3) years' experience in bookkeeping functions and procedures. 25 pts
- Minimum of two (2) years' experience working with computerized accounting systems, specifically QuickBooks. 15pts
- Minimum of two (2) years' experience in Records Management. 10pts
- Minimum of two (2) years' experience preparing financial reports and budgets.10pts

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

06/05/2021 15:00

15. TIME LIMIT FOR RECEIPT OF CLARIFICATIONS

06/05/2021 15:00

16. ADDRESS TO WHICH TENDERS SHALL BE TRANSMITTED

Address: [Empty box]

City: [Empty box]

ZIP Code: [Empty box]

Country: [Empty box]

URL: <https://bit.ly/39dp1SK>

17. TENDER OPENING

Duration during which the tenderer must maintain its tender. Duration (in days): 120

Date for the opening of tenders: 07/05/2021

Time for the opening of tenders: 09:00

Place for the opening of tenders:

RRB-PMU Agriculture Showgrounds, Belmopan City

Persons authorized to be present at such opening

Bidders

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).

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

26/04/2021

22. ANY OTHER RELEVANT INFORMATION