

## 79418000 SERVICES CONTRACT NOTICE OPEN Procedure

Procurement consultancy services

### 1. PROCURING ENTITY

Name:	Belize Tax Service Department		
Registration No:			
Type of PE and Main Activity Exercised:	Governmental organisations Inland Revenue Tax Administration		
Address:	Charles Bartlett Hyde Building, Mahogany Street Extension, Belize City		
Internet Address:	www.bts.gov.bz		
Telephone:	+501 2225074	E-mail:	Info@bts.gov.bz

### Contact person in charge:

Name, Last Name:	Gisel Correa		
Telephone:	2225074 ext: 250	E-mail:	

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

Name, Last Name:	Stephanie Pouchie		
Telephone:	+501 2225074	E-mail:	Stephanie.Pouchie@mof.gov.bz

E-mail of the service from which additional information may be obtained (if different):

gisel.correa@mof.gov.bz

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:

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# 4.1.4

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

2.1 The objective of the position is to lead the execution of the procurement activities of the PEU in accordance with the provisions of the Project and the Bank's procurement rules and procedures and the MoF procurement guidelines, when applicable. In particular, the Procurement Officer is responsible for the overall and day to day activities for the procurement of goods, services and works of the Project subject to IDB policies and requirements and in accordance with the Project Operational Manual (POM).

**5. CPV CODES**

Main CPV code:

79418000 - Procurement consultancy services

Additional CPV Codes (if necessary):

Supplementary CPV codes (if necessary):

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

Mahogany Street 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**

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 marked STAP-Procurement Officer in the subject header, or submit hardcopy on or before Friday, October 15, 2021 by 3:00 p.m. to the following address:

Director General

Belize Tax Service Department

Strengthening of Tax Administration Project

Charles Bartlett Hyde Building

Mahogany Street, Belize City

Tel: 501-222-5114

For clarifications kindly contact:

Procurement Specialist  
 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

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:**

The main responsibilities of the Procurement Officer include, among others:

- (a) Review all documentation relating to the Project; and, be informed on the Program Operation Manual (POM), the Loan Contract, the Procurement Plan (PP), the Annual Operational Plan (AOP), the Project Execution Plan (PEP), and the initial Disbursement Projection Table.
- (b) Prepare and update the Annual Procurement Plans.
- (c) Participate in the preparation of the AOP and prepare and update the PEP in MS Project.
- (d) Prepare necessary bidding documents, prepare the Terms of References (ToRs) and review specifications prepared by Technical Staff, organize and execute all bid openings and evaluation processes, prepare evaluation reports and corresponding draft contracts.
- (e) In coordination with the Project Coordinator and Financial Officer, prepare the ToRs and bidding documents for the annual audits.
- (f) Ensure contracting of consultants, suppliers and contractors is in accordance with IDB procurement policies and GoB policies, laws and regulations.
- (g) Ensure that prospective contractors, suppliers and consultants are duly constituted and are ongoing concerns.
- (h) Issue contracts for signature by relevant parties.
- (i) Manage the validity of contracts during their execution.
- (j) Assist the Project Coordinator in the submission of monthly activities reports and prepare the quarterly procurement reports following a pre-approved Bank format.
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**12. CRITERIA TO BE USED FOR AWARD OF THE CONTRACT OR CONTRACTS.**

**QUALIFICATION AND EXPERIENCE**

**a. Education:**

- A Bachelor of Science Degree in Procurement, Management, Accounting, Finance, Business Administration, Auditing, Law, Public Administration or other related field.
- A specialized certification in procurement and supply chain management or contract management is considered a plus.

**b. General Experience:**

- Three (3) years minimum working since obtaining academic degree

**c. Specific Experience:**

- At least three (3) years of relevant experience in procurement administration in the private or public sector, as part of overall project management.
- One (1) year experience working with international or national development agencies
- One (1) year experience working in Microsoft P

**Skills, Knowledge and Abilities:**

- (a) Excellent computer skills using Microsoft Office,
- (b) Knowledge of procurement policies and procedures of the IDB or similar organizations would be considered an asset.
- (c) Task orientated and able to prioritize projects, multitask and meet tight deadlines;
- (d) Fluent in written and spoken English with the ability to express data in a concise and clear manner;
- (e) Team player and possess strong self-motivation and initiative;
- (f) Sound decision making skills and objectivity with the proven ability to act with confidentiality and discretion;
- (g) Professional, honest and display strong business ethics and integrity; and

(h) Experience with the Government of Belize Procurement /administrative platforms will be of significant benefit.

**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**

15/10/2021 02:00

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

14/10/2021 03:00

**16. ADDRESS TO WHICH TENDERS SHALL BE TRANSMITTED**

Address: Charles Bartlett Hyde Building

City: Belize City

ZIP Code: 0000

Country: BZ

URL: <https://bts.gov.bz/>

**17. TENDER OPENING**

Duration during which the tenderer must maintain its tender. Duration (in days): 90

Date for the opening of tenders: 20/10/2021

Time for the opening of tenders: 09:00

Place for the opening of tenders: N/A

Persons authorized to be present at such opening: MOF

**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).**

The Project Execution Unit of the Strengthening of Tax Administration

**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**

01/10/2021

**22. ANY OTHER RELEVANT INFORMATION**

Other Activities

- (k) Maintain an up-to-date registry of consultants hired and goods and services purchased under the Project.
  - (l) Monitor executed contracts through contract completion, liaising with technical personnel of the MoF, PMO and PEU and the Financial Specialist of the PEU to ensure payments/disbursements are made according to contract.
  - (m) Maintain appropriate files of procurement functions and provide information as needed by the Executing Agency and the Bank.
  - (n) Participate in the update of the POM taking responsibility for the procurement section and ensuring its alignment with the procurement guidelines of the Bank.
  - (o) Execute other tasks as required to enable transparent, efficient and timely implementation of procurement activities and program deliverables.
  - (p) Liaise with GoB officials (MoF, PMO, PEU and other) on procurement matters aimed at ensuring and effective discharge of the Project's procurement/contracting activities.
  - (q) Publish procurement notices in the newspaper, IDB website, UNDB platform and the National Procurement Portal.
  - (r) Publish the procurement plan in the IDB website, MOF website and the National Procurement Portal.
  - (s) Prepare requisitions on a timely basis.
  - (t) Provide the necessary training to Government officials.
- The Procurement Officer will be responsible for preparing/updating the following reports which are considered recurrent deliverables or responsibilities:
- (a) Annual PPs.
  - (b) Quarterly procurement reports.
  - (c) Updates to POM and PEP.
  - (d) Procurement documents (bids, ToRs, requests for proposals, invitations, etc.)
  - (e) Minutes of procurement meetings.
  - (f) Other.