

79000000 SERVICES CONTRACT NOTICE OPEN Procedure

Business services: law, marketing, consulting, recruitment, printing and security

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:	Michelle Longsworth		
Telephone:	501-222-4776	E-mail:	info@bts.gov.bz

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):

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# 1.1.1

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 consulting services ("the services") includes the contracting of a consulting firm for a period of six (6) months to Implement the New Business Model Processes and Procedures. The main activities of the consultancy includes:

1. Development of the action plan for the Implementation of the New Business Model Processes and Procedures across BTS Administration.
2. The development of the Standard Operating Procedures (SOPs) and the Desk/End-Users Manuals. (Registration; Filing management; Assessment; Audit; Accounting, payments, refunds and revenue distribution; Enforced collection; Legal; Compliance management; Service management; International corporation).
3. Execute specific workshops virtually by functional areas to disseminate the new and enhanced business model along with necessary training and support to Tax Operations.
4. Execute a Pilot of the New Model Business Processes and Procedure by Functional Areas (Taxpayer Service; Compliance Management; Enforced Collection; LTO; Audit; Legal; Accounts)

5. CPV CODES

Main CPV code:

79000000 - Business services: law, marketing, consulting, recruitment, printing and security

Additional CPV Codes (if necessary):

79400000 - Business and management consultancy and related services

Supplementary CPV codes (if necessary):

6. ADDRESS FOR THE PLACE OF PERFORMANCE

Belize

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: months**10. CONDITIONS FOR PARTICIPATION**

Expression of Interest package should contain:

- (i) Document explaining interest, experience, and competence of the consulting firm.
- (ii) Firms experience in the assignment of similar consultancy services during the past five years. Description of similar assignments specifying start and end dates of assignments.
- (iii) Firms evidence of past jobs. (This includes letters from the respective client on the job (s) carried out, or a copy of contract or agreement with the client including copy of the TOR).
- (iv) Two references

(v) Proof of nationality: Copy of certificate of incorporation, information of shareholders of company specifying the shares owned by each respective shareholder of the company and copy of documentation of nationality of the shareholders of the company.

Additional documentation required for National Consultants:

(vi) Copy of Certificate of Good Standing from Belize Company Registry

(vii) Copy of Certificate of Good Standing from the Social Security Board

(viii) Copy of Certificate of Good Standing from the Belize Tax Service Department

(ix) Copy of Current Trade License

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:

Consultants will be selected in accordance with the procedures set out in the Inter-American Development Bank Policies for the Selection and Contracting of Consultants financed by the Inter-American Development Bank (GN-2350-15, May 2019 edition) and is open to all eligible consultants as defined in the IDB policies.

Consultants may associate with other firms in the form of a joint venture or a sub-consultancy to enhance their qualifications. For the purpose of establishing the short list, the nationality of a firm is that of the country in which it is legally incorporated or constituted and in the case of Joint Venture, the nationality of the firm appointed to represent it.

A Consultant will be selected in accordance with the Selection based on the Consultants' Qualification method set out in the IDB Consultant Policies. The selected consulting firm will be selected based on its experience and competence relevant to the assignment and most appropriate qualifications and references. Only the highest ranked consulting firm from the short-listed firms will be notified and will be asked to submit a combined technical and price proposal.

Further information can be obtained at the address below during office hours Monday to Friday 8:30 a.m. to 4:00 p.m. Expressions of interest must be delivered via e-mail at the address indicated below by 2:00 p.m. (Belize local time) on Friday, November 26, 2021.

Interested consulting firms are asked to submit their expression of interest via e-mail to Michelle.Longsworth@bts.gov.bz marked STAP- Consulting Firm to Implement the New Business Model Processes and Procedures in the subject header, or submit on or before 2:00 p.m. (Belize local time) on Friday November 26, 2021 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

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

The Consulting firm should have a minimum of three (3) years' general experience in similar assignment. In addition, the Consulting firm should have three (3) years specific experience in the following areas:

Project management,

Tax Administration Structures and Operations

Coordinating, organizing and conducting presentation for training workshops and group facilitation or assignment of similar consultancy.

Implementing Business Models Processes and Procedures in at least one medium sized organization like the BTS.

Developing SOPs

Developing Desk / End User Manuals

The Ministry of Finance now invites eligible consulting firms ("Consultants") to indicate their interest in providing the services. Interested eligible Consultants must submit an Expression of Interest providing information demonstrating that they have the required qualifications and relevant experience to perform the services (brochures, description of similar assignments specifying start and end dates of assignments, experience in similar conditions, availability of

appropriate skills, etc.). The term "consultant" means a legally-established professional consulting firm or an entity that may provide the services.

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

26/11/2021 02:00

15. TIME LIMIT FOR RECEIPT OF CLARIFICATIONS

25/11/2021 12:00

16. ADDRESS TO WHICH TENDERS SHALL BE TRANSMITTED

Address:

City:

ZIP Code:

Country:

URL:

<http://www.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:

02/12/2021

Time for the opening of tenders:

09:00

Place for the opening of tenders:

Belize Tax Office

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).

Ministry of Finance, IDB and Contractor General

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

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21. DATE OF DISPATCH OF THE NOTICE

09/11/2021

22. ANY OTHER RELEVANT INFORMATION

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