79415200 SERVICES COMPLEX PROCUREMENT CONTRACT NOTICE OPEN Procedure
Design consultancy services

Kind of the procurement (please tick an appropriate box):
- ☐ Works
- ☐ Goods
- ☑ Services

1. PROCURING ENTITY

Name: Ministry of Economic Development Belize: Belize Integral Security Programme
Registration No: Governmental organisations
Type of PE and Main Activity Exercised: Economic Development Administration Projects
Address: Sir Edney Cain Building, City of Belmopan
Internet Address:
Telephone: +501 822-0156
E-mail: projectcoordinator.bisp@med.gov.bz

Contact person in charge:
Name, Last Name: Elvis Requena
Telephone: +501 822-0156
E-mail: projectcoordinator.bisp@med.gov.bz

Responsible officer filling the form (if different)
Name, Last Name: Stephanie Pouchie
Telephone: +501 828-6105
E-mail: procurementofficerii.bisp@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:
- procurementofficerii.bisp@med.gov.bz
- projectcoordinator.bisp@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: Nº CBEI-CS 005-2147/2023

Where the contract is divided into lots, the information in points 4 to 13 shall be provided for each lot.

4. SUBJECT OF THE PROCUREMENT

Name of the proposed contract: FINAL INFRASTRUCTURE DESIGN FOR THE NATIONAL FORENSIC SCIENCE SERVICE (NFSS)

CPV CODES

Main CPV code: 79415200 - Design consultancy services
Additional CPV Codes (if necessary):
- 71320000 - Engineering design services
- 71242000 - Project and design preparation, estimation of costs
- 71220000 - Architectural design services
Supplementary CPV codes (if necessary): [ ]

Kind of the procurement (please tick the relevant box(es)):
In case of services procurement:
- Consultation Services [ ]
- IT Services [ ]
- Cleaning Services [ ]
- Legal Services [ ]
- Financial Services [ ]
- Immovable Property Services [ ]
- Engineering Services [ ]
- Architectural Services [ ]
- Other Services [ ]
- Goods Included [ ]

5. DESCRIPTION OF THE PROCUREMENT

Nature and extent of works, or Nature and quantity of goods or Nature and extent of services (short description of contract)

Where appropriate, description of any options

a. Needs assessment report; and b. Design of a National Forensic Science Services Complex... The final designs for infrastructure construction of the new forensic science facility will consist of the complete set of construction drawings including architectural, structural, electrical, mechanical, plumbing, specialized systems, detailed bill of quantities, specifications document and a general work plan for the implementation phase of the construction.

6. ADDRESS FOR THE MAIN LOCATION OF WORKS, DELIVERY OF GOODS, PERFORMANCE OF SERVICES
7. ESTIMATED VALUE OF THE CONTRACT (this information shall not be published):

8. VARIANTS ADMITTED

[ ] yes  [ ] no

9. PLANNED TIME FRAME FOR EXECUTION OF WORKS, DELIVERY OF GOODS, PROVISION OF SERVICES:

From:  
To:  

Or

Duration: 4 months

10. CONDITIONS FOR PARTICIPATION

Copy of the Legal Registration/Constitution Act and its amendments duly registered in the competent Public Registry. In case of Participation Association (APCA), the act of incorporation duly registered in the competent Public Registry of each of the members of the APCA.

2. In case of Intention of Participation Association, submit the information according to Form EI-1: Intention of Partnership in Joint Venture, Consortium or Association (JV), attached (Applies in case of JV).

3. Copy of the Power of Attorney, in case of proposals submitted by a Joint Venture, the power of representation of each of the members of the Joint Venture.

4. Copy of valid identity card or similar identification document of the person signing the Expression of Interest.

5. Form EI-2: Affidavit. In case of proposals presented by a Joint Venture, the sworn declaration of each one of the JV members will be required when proposals are submitted by a JV.


7. Submit 3 years audited financial statements for the years 2017, 2018, and 2019.

8. Statement of the consultant indicating that there is no current sanction in force for non-compliance with a bid maintenance statement, and no history of non-compliance with attributable contracts in the last 10 years.

9. Number of copies: The Consultant shall submit their Expression of Interest Package:

   one (1) original and 3 copies and 1 digital copy.

10. Expression of Interest must be in: English.

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 scope of work for the consultancy includes the following:

a) Needs assessment report; and

b) Design of a National Forensic Science Services Complex.

The consultancy will involve the following tasks:

# Describe the general situation of the current conditions of the facility.

# Review existing documents.

# Conduct meetings with all relevant stakeholders (NFSS personnel) to be informed of the current situation and future expectations of the facility based on its demands.

# Conduct site visits to proposed locations where the new NFSS facility can be built.

# Develop Needs Assessment report (health/safety, financial, personnel, location, equipment, etc.)

# Final design program (inclusive of updated Environmental and Social management Plan)

# Construction documentation.

# Presentation aimed to the stakeholders.
12. CRITERIA TO BE USED FOR AWARD OF THE CONTRACT OR CONTRACTS.

Criteria used:

B. Presentation of evidence of the consulting firm experience
   1. Submit a Copy of proof of completion to full satisfaction of consulting services and current projects related to an assessment report and/or design program and final infrastructure designs, similar to those established in the ToR, which evidence relevant experience of the consultant.
   2. Indicate the main activity and years of experience of the consulting firm, years of general and specific experience in the provision of services related to the objectives of this consultancy for the past 10 years (2013 – 2022) and in compliance with what is requested and described in the Terms of Reference.
   3. Submit information on the technical and administrative structure and capacity.

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:

<table>
<thead>
<tr>
<th>Bids per Participant:</th>
<th>One</th>
<th>Several</th>
<th>All</th>
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<tbody>
<tr>
<td>Awards per Successful Participant:</td>
<td>One</td>
<td>Several</td>
<td>All</td>
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14. TYPE OF TENDERING METHOD (please tick an appropriate box)

- Open
- Restricted

15. IN THE CASE OF A RESTRICTED TENDERING METHOD, where recourse is made to the option of reducing the number of candidates to be invited to submit tenders, minimum and, where appropriate, proposed maximum number of suppliers and objective criteria to be used to choose the suppliers in question:

| Minimum number | |
| Maximum number | |
| Criteria used | |

16. TIME LIMITS

- for receipt of tenders: 20/07/2023 00:00
- Or
- for requests to participate: 

17. TIME LIMIT FOR RECEIPT OF CLARIFICATIONS

18/07/2023

18. ADDRESS TO WHICH TENDERS OR REQUESTS TO PARTICIPATE SHALL BE TRANSMITTED

Address: 1904 Constitution Drive
19. IN THE CASE OF OPEN TENDERING METHOD
Duration during which the tenderer must maintain its tender. Duration (in days): 90
Date for the opening of tenders: 24/07/2023
Time for the opening of tenders: 00:00
Place for the opening of tenders: BISP, Project Execution Unit, Belmopan City
Persons authorized to be present at such opening: Procurement Specialist, Engineer, Project Coordinator

20. LANGUAGE
or languages in which tenders or requests to participate must be drawn up

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<thead>
<tr>
<th>EN</th>
<th>NL</th>
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MED, Ministry of Finance, Contractor General

22. DATE(S) AND REFERENCE(S) OF PREVIOUS PUBLICATIONS IN THE COMMUNITY PUBLIC PROCUREMENT NOTICE BOARD RELEVANT TO THE CONTRACT(S) ADVERTISED IN THIS NOTICE

Relaunch of Nº CABEI-CS 002-2147/2023 15/03/2023

23. DATE OF DISPATCH OF THE NOTICE

19/06/2023

24. ANY OTHER RELEVANT INFORMATION

Firm’s Experience:
General Experience:
The successful firm, in general, must have at least ten (10) years of experience in infrastructure design of commercial buildings having at least 3-5 floors.
Specific Experience:
The successful firm must demonstrate experience in the design of projects or programs related to forensic science service facilities (laboratories, coroner’s/medical examiner’s complexes, legal medicine departments, etc.) and their infrastructure.