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**LC-Castries: SFA — review and evaluation of ICT in education policy
and curriculum, and institutional strengthening and capacity building
2011/S 235-379729**

Location: Caribbean region — Saint Lucia

Service procurement notice

Common procurement vocabulary (CPV):

Main object:

80000000 Education and training services

Additional object(s):

72000000 IT services: consulting, software development, Internet and support

80420000 E-learning services

72267100 Maintenance of information technology software

1. **Publication reference:**

EuropeAid/132039/D/SER/LC.

2. **Procedure:**

Restricted.

3. **Programme:**

Special framework of assistance (SFA) 2008.

4. **Financing:**

Financing agreement.

5. **Contracting authority:**

Government of Saint Lucia, Ministry of Education and Culture, Castries, SAINT LUCIA.

6. **Nature of contract:**

Fee-based.

7. **Contract description:**

The project aims to build a foundation for the sustainable economic, social and cultural development of schools and communities in Saint Lucia through the introduction and/or integration of information and communication technologies (ICTs). The purpose of this exercise is to develop the administrative and technical capacity of the Ministry of Education and Culture and improve the learning and teaching processes in schools through training and the appropriate use of ICT. The main tasks will inter alia be:

(a) to review ICT policy and develop an ICT integrated primary school curriculum in various subject disciplines and corresponding assessment regimes;

(b) to assess human resource and training needs in accordance with the key ICT objectives of the Ministry;

(c) to enhance the Ministry's technical support capacity;

(d) to develop a 5-year ICT maintenance strategy;

(e) to upgrade the Ministry's website and strengthen its management information system(s); and

(f) to provide training with appropriate certification to principals, primary school teachers and Ministry personnel in the development and delivery of an ICT integrated curriculum.

8. **Numbers and titles of lots:**

The contract is divided into lots:
No, 1 lot only.

9. **Budget:**

Maximum budget: 595 000 EUR.

10. **Scope for additional services:**

The contracting authority may, at its own discretion, extend the project in duration and/or scope, subject to the availability of funding, up to a maximum not exceeding the length and value of the initial contract. Any extension of the contract would be subject to satisfactory performance by the contractor.

Conditions of participation

11. **Eligibility:**

Special framework of assistance (SFA) 2008.

12. **Candidature:**

All eligible natural and legal persons (as per item 11 above) or groupings of such persons (consortia) may apply.

A consortium may be a permanent, legally-established grouping or a grouping which has been constituted informally for a specific tender procedure. All members of a consortium (i.e., the leader and all other members) are jointly and severally liable to the contracting authority.

The participation of an ineligible natural or legal person (as per item 11) will result in the automatic exclusion of that person. In particular, if that ineligible person belongs to a consortium, the whole consortium will be excluded.

13. **Number of applications:**

No more than 1 application can be submitted by a natural or legal person whatever the form of participation (as an individual legal entity or as leader or member of a consortium submitting an application). In the event that a natural or legal person submits more than 1 application, all applications in which that person has participated will be excluded.

14. **Shortlist alliances prohibited:**

Any tenders received from tenderers having a different composition than the ones on the application forms will be excluded from this restricted tender procedure, unless prior approval from the contracting authority has been obtained — see PRAG 2.4.3. Shortlisted candidates may not form alliances or subcontract to each other for the contract in question.

15. **Grounds for exclusion:**

As part of the application form, candidates must submit a signed declaration, included in the standard application form, to the effect that they are not in any of the exclusion situations listed in Section 2.3.3 of the 'Practical Guide to contract procedures for EU external actions'.

16. **Subcontracting:**

Subcontracting is not allowed.

17. **Number of candidates to be shortlisted:**

On the basis of the applications received, at least 4 and at most 8 candidates will be invited to submit detailed tenders for this contract. If the number of eligible candidates meeting the selection criteria is less than the minimum of 4, the contracting authority may invite the candidates who satisfy the criteria to submit a tender.

Provisional timetable

18. **Provisional date of invitation to tender:**

25.1.2012.

19. **Provisional commencement date of the contract:**
9.3.2012.

20. **Initial period of implementation of tasks:**
Duration in months: 12.

Selection and award criteria

21. **Selection criteria:**

Same criteria for legal and natural person.

The following selection criteria will be applied to candidates. In the case of applications submitted by a consortium, these selection criteria will be applied to the consortium as a whole:

1) Economic and financial capacity of candidate:

In the case of the applicant being a public body equivalent information should be provided:

1. the candidate (single applicant or the lead applicant of a consortium) must show an average positive net cash flow from/used in operating, investing and financing activities excluding future contracts for the last 3 years;

2. the average annual turnover of the candidate(s) excluding this contract over the last 3 years must be at least equal to or 1,5 times the maximum budget of this contract.

2) Professional capacity of candidate:

1. At least 1 member of staff should have 5 plus years of experience implementing educational and capacity building programmes in developing countries related to ICT in education, and a further 5 years' experience in ICT curriculum review and development. At least 1 staff member should also have a minimum of 7 plus years' professional experience in IT consulting, with development, management and support expertise.

3) Technical capacity of candidate:

1. The candidate has successfully managed at least 1 project related to ICT in education, preferably in a developing country, with a similar or higher budget in the past 5 years.

An economic operator may, where appropriate and for a particular contract, rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. Some examples of when it may not be considered appropriate by the contracting authority are when the tenderers rely in majority on the capacities of other entities or when they rely on key criteria. If the candidate relies on other entities it must in that case prove to the contracting authority that it will have at its disposal the resources necessary for performance of the contract, for example by producing an undertaking on the part of those entities to place those resources at its disposal. Such entities, for instance the parent company of the economic operator, must respect the same rules of eligibility and notably that of nationality, as the economic operator. Furthermore, the data for this third entity for the relevant selection criterion should be included in the tender in a separate document. Proof of the capacity will also have to be furnished when requested by the contracting authority.

If more than 8 eligible candidates meet the above selection criteria, the relative strengths and weaknesses of the applications of these candidates must be re-examined to identify the 8 best applications for the tender procedure. The only factor which will be taken into consideration during this re-examination is: demonstrable experience in related or relevant projects in the past 5 years.

22. **Award criteria:**
Best value for money.

Application

23. **Deadline for receipt of applications:**
9.1.2012 (16:00), local time.
Any application received after this deadline will not be considered.

24. **Application format and details to be provided:**

Applications must be submitted using the standard application form, the format and instructions of which must be strictly observed. The application form is available at the following Internet address: http://ec.europa.eu/europeaid/work/procedures/implementation/services/index_en.htm

Any additional documentation (brochure, letter, etc.) sent with an application will not be taken into consideration.

25. **How applications may be submitted:**

Applications must be submitted exclusively to the contracting authority in the following language: English — either by recorded delivery (official postal service) to:

Mr Isaac Anthony, Ministry of Finance, Economic Affairs and National Development, American Drywall Building, Vide Boutielle, Castries, SAINT LUCIA,

— or hand delivered (including courier services) directly to the contracting authority in return for a signed and dated receipt to:

For the attention of: Mr Isaac Anthony, The National Authorising Officer, Ministry of Finance, Economic Affairs and National Development, American Drywall Building, Vide Boutielle, Castries, SAINT LUCIA. Tel. +1 7584682179.

Opening hours: 8:00–16:30.

As in abovementioned address.

The contract title and the publication reference (see item 1 above) must be clearly marked on the envelope containing the application and must always be mentioned in all subsequent correspondence with the contracting authority.

Applications submitted by any other means will not be considered.

26. **Alteration or withdrawal of applications:**

Candidates may alter or withdraw their applications by written notification prior to the deadline for submission of applications. No applications may be altered after this deadline.

Any such notification of alteration or withdrawal shall be prepared and submitted in accordance with item 25.

The outer envelope (and the relevant inner envelope if used) must be marked 'Alteration' or 'Withdrawal' as appropriate.

27. **Operational language:**

All written communications for this tender procedure and contract must be in English.

28. **Date of publication of contract forecast notice:**

4.10.2011.

29. **Legal basis:**

Special framework of assistance 2008.

30. **Additional information:**

Not applicable.

31. **Date of dispatch of this notice:**

25.11.2011.