

CARIBBEAN DEVELOPMENT BANK

LABORATORY QUALITY MANAGEMENT CONSULTANCY SERVICES

REQUEST FOR EXPRESSIONS OF INTEREST

The Caribbean Development Bank (CDB), the Executing Agency, through its Caribbean Technological Consultancy Services (CTCS) Network, wishes to procure Laboratory Quality Management consultancy services to assist the Government of Barbados in the process of modernizing its Agricultural Health and Food Control System (AHFCS).

The objectives of the consultancy are to:

- a) assess the Veterinary Services and Government Analytical Services Laboratories' quality management systems (QMS);
- b) develop where necessary, the requisite QMS;
- c) serve as a laboratory mentor in supporting the laboratories' work toward implementing effective quality management systems; and
- d) provide related training on ISO17025:2005 standards to laboratory staff, and prepare work instructions and Standard Operating Procedures (SOPs) for four select tests or those tests required to support the agriculture sector.

Further details can be found in the Terms of Reference, which can be requested from the CDB address below. The duration of the assignment is expected to be for a period of eighty (80) days over a period of fifteen (15) calendar months.

The CDB now invites interested eligible consulting firms to submit Expressions of Interest for the provision of these consultancy services.

Consultants shall be eligible to participate if:

- (a) in the case of a body corporate, it is legally incorporated or otherwise organised in an eligible country, has its principal place of business in an eligible country and is more than 50 per cent beneficially owned by citizen(s) and/or *bona fide* resident(s) of eligible country(ies) or by a body(ies) corporate meeting these requirements;
- (b) in the case of unincorporated firms, the persons are citizens or *bona fide* residents of an eligible country; and
- (c) in all cases, the consultant has no arrangement and undertakes not to make any arrangements, whereby any substantial part of the net profits or other tangible benefits of the contract will accrue or be paid to a person not a citizen or *bona fide* resident of an eligible country.

Eligible countries are member countries of CDB.

In the assessment of submissions, consideration will be given to:

- technical competence and qualifications and specifically human resources with:
 - (i) Master's Degree in Chemistry, Analytical Chemistry or related discipline;
 - (ii) Master's Degree in Microbiology or related discipline;

- (iii) Bachelor's Degree in Veterinary Technology or related discipline;
 - (iii) Certification as an internal or external auditor for ISO/IEC 17025:2005;
 - (iv) Strong interpersonal and communication skills; and
 - (v) Excellent command of written and spoken English in delivery of services.
- experience including:
 - (i) At least 10 years' experience in undertaking assignments implementing and maintaining QMSs in a laboratory based on ISO/IEC 17025:2005;
 - (ii) Practical experience undertaking internal or external auditor assignments for ISO/IEC 17025:2005;
 - (iii) Practical experience as an employee of an ISO/IEC 17025:2005 accredited laboratory either as a quality manager, chemist, microbiologist or veterinary technologist;
 - (iv) Practical experience in the design and delivery of training in ISO/IEC 17025:2005 and Quality Management Systems; and
 - (v) Experience in a food-testing laboratory in the CARICOM Region or in a developing country will be an asset.
 - local and regional experience on similar assignments;
 - financial capability; and
 - existing commitments

All information must be submitted in English. Further information may be obtained from the address below between 8:30 a.m. and 4:30 p.m. (Eastern Caribbean Time) Monday to Friday.

Expressions of Interest must be submitted in English and electronically by email to procurement@caribank.org in pdf format **no later than 16:00 hours Barbados time on Friday, November 18, 2016**. The email subject line should state **"Expression of Interest – Enhancing Barbados' Agricultural Health and Food Safety System"** and the email body must state the name and address of the applicant. The Expression of Interest will be deemed to have been received at the time that it is received by CDB. The burden of proving receipt of the e-mail will be on the applicant and will not be met solely by a read receipt or sent items report generated by the Consultant's computer.

The selection method shall be Consultants' Qualifications selection. Therefore, following the assessment of submissions, firms shall be assessed and compared, and the best qualified and experienced firm shall be selected. Only the selected firm shall be asked to submit a combined technical and financial proposal and, if such proposal is responsive and acceptable, be invited to negotiate a contract. CDB reserves the right to accept or reject late applications or to cancel the present invitation partially or in its entirety. It will not be bound to assign any reason for not selecting any applicant and will not defray any costs incurred by any applicant in the preparation and submission of Expressions of Interest:

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 Caribbean Development Bank
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 Barbados, West Indies

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