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## SUPPLY CONTRACT NOTICE

### Supply and Installation of Digital Forensic Management Platform Hardware and Software

**CARICOM Implementation Agency for Crime and Security (IMPACS) located at #19 Keate Street, Port of Spain, Trinidad and Tobago.**

**1. Publication reference**

2018/388-904 11/2/2.5

**2. Procedure**

Open

**3. Programme title**

Capacity Building for CARIFORUM Member States on Asset Recovery and Cybercrime

**4. Financing**

FED/2018/399-904

**5. Contracting authority**

CARICOM Implementation Agency for Crime and Security (IMPACS)

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## CONTRACT SPECIFICATIONS

**6. Description of the contract**

Supply and installation of hardware, software and initial subscription for the implementation and operationalization of a Digital Forensic Management Platform aimed at building sustainable capacity, technical standards, infrastructure and “Regional and International cooperation” in Cybersecurity.

The acquisition and implementation of the Digital Forensic Management Platform will support region wide initiatives in the prevention, detection, and successful prosecution of cybercrimes. It seeks to address identifying and managing resources and detection of malicious internet users and applications, capturing statistical cyber data and the tracking of cyber legislation in the CARIFORUM region.

**7. Number and titles of lots**

Three (3) Lots

Lots Titles:

01 Hardware inclusive of System Units, Monitors, storage, supporting devices, furniture and fixtures

02 Software inclusive of operating system software and application software inclusive of the development of Relational Database Management System (RDBMS) with a web interface.

03 Eighteen Months Subscription cost for Cyber-Sensor Data, Virtual Private network (VPN) access and Anti-virus/Anti-malware protection.

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## TERMS OF PARTICIPATION

### 8. Eligibility and rules of origin

N/A

### 9. Grounds for exclusion

Tenderers must submit a signed declaration, included in the tender form for a supply contract, to the effect that they are not in any of the situations listed in Section 2.6.10.1. of the practical guide.

Tenderers included in the lists of EU restrictive measures (see Section 2.4. of the PRAG) at the moment of the award decision cannot be awarded the contract.

### 10. Number of tenders

The candidates may submit an application for one lot only, several lots or all of the lots, but only one application may be submitted per lot. Tenders for parts of a lot will not be considered. Tenderers may not submit a tender for a variant solution in addition to their tender for the supplies required in the tender dossier.

Contracts will be awarded lot by lot and each lot will form a separate contract. Any tenderer may state in its tender that it would offer a discount in the event that its tender is accepted for more than one lot.

### 11. Tender guarantee

No tender guarantee is required.

### 12. Performance guarantee

No performance guarantee is required.

### 13. Information meeting and/or site visit

An optional information meeting will be held on 20 November 2020 at 1:30 p.m., via Zoom Virtual Meeting Platform and contact details to confirm attendance should be sent to Email: [11edf@carimpacs.org](mailto:11edf@carimpacs.org) on or before 18 November, 2020.

### 14. Tender validity

Tenders must remain valid for a period of 90 days after the deadline for submission of tenders. In exceptional circumstances, the contracting authority may, before the validity period expires, request that tenderers extend the validity of tenders for a specific period (see para 8.2 of the instructions to tenderers).

### 15. Period of implementation of tasks

Period of implementation of task is 120 days from 25 January 2021.

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## SELECTION AND AWARD CRITERIA

### 16. Selection criteria

The following selection criteria will be applied to tenderers. In the case of tenders submitted by a consortium, these selection criteria will be applied to the consortium as a whole unless specified otherwise. The selection criteria will not be applied to natural persons and single-member companies when they are sub-contractors:

- 1) Economic and financial capacity of tenderer (based on i.a. item 3 of the tender form for a supply contract). In case of tenderer being a public body, equivalent information should be provided. The reference period which will be taken into account will be the last three financial years for which accounts have been closed.

The selection criteria for each tenderer are as follows:

Criteria for legal persons:

- 1 - Current Liabilities is less than Current Assets
  - 2 - Turnover per annum is twice the estimated value of the contract
- 2) Professional capacity of tenderer (based on i.a. items 4 and 5 of the tender form for a supply contract). The reference period which will be taken into account will be the last three years preceding the submission deadline.

Criteria for legal persons:

- 1- has a professional certificate appropriate to this contract, such as certification in information technology or a related field
  - 2- at least two (2) members of staff currently work for the tenderer in fields related to this contract.
- 3) Technical capacity of tenderer (based on i.a. items 5 and 6 of the tender form for a supply contract). The reference period which will be taken into account will be the last three years preceding the submission deadline.

This means that the contract the tenderer refers to could have been started or completed at any time during the indicated period but it does not necessarily have to be started and completed during that period, nor implemented during the entire period. Tenderers are allowed to refer either to projects completed within the reference period (although started earlier) or to projects not yet completed. In the first case the project will be considered in its whole if proper evidence of performance is provided (statement or certificate from the entity which awarded the contract, final acceptance). In case of projects still on-going only the portion satisfactorily completed during the reference period will be taken into consideration. This portion will have to be supported by documentary evidence (similarly to projects completed) also detailing its value.

Criteria for legal persons:

- 1- Delivered at least 2 contracts with a budget of at least 30,000 EUR in the information and communication technology and/or cybersecurity database development field which were implemented during the last 5 years from the submission deadline of 15 December 2020.

Capacity-providing entities

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. If the tenderer relies on other entities it must prove to the contracting authority that it will have at its disposal the resources necessary for performance of the contract by producing a commitment 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 relying on them and must comply with the selection criteria for which the economic operator relies on them. 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 provided when requested by the contracting authority.

With regard to technical and professional criteria, a tenderer may only rely on the capacities of other entities where the latter will perform the tasks for which these capacities are required.

With regard to economic and financial criteria, the entities upon whose capacity the tenderer relies, become jointly and severally liable for the performance of the contract.

## **17. Award criteria**

Price (or, if appropriate after prior approval, the best price-quality ratio which is a combination of quality and price)

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# **TENDERING**

## **18. How to obtain the tender dossier**

The tender dossier is available from the following Internet address: <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome>. The tender dossier is also available from the contracting authority. Tenders must be submitted using the standard tender form for a supply contract included in the tender dossier, whose format and instructions must be strictly observed.

Tenderers with questions regarding this tender should send them in writing to [11edf@carimpacs.org](mailto:11edf@carimpacs.org) and #19 Keate Street, Port of Spain, Trinidad and Tobago (mentioning the publication reference shown in item 1) at the latest 21 days before the deadline for submission of tenders given in item 19. The contracting authority must reply to all tenderers' questions at the latest 11 days before the deadline for submission of tenders. Eventual clarifications or minor changes to the tender dossier shall be published at the latest 11 days before the submission deadline on the website of DG International Cooperation and Development at <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome>

## **19. Deadline for submission of tenders**

The tenderer's attention is drawn to the fact that there are two different systems for sending tenders: one is by post or private mail service, the other is by hand delivery.

In the first case, the tender must be sent before the date and time limit for submission, as evidenced by the postmark or deposit slip<sup>1</sup>, but in the second case it is the acknowledgment of receipt given at the time of the delivery of the tender which will serve as proof.

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<sup>1</sup> It is recommended to use registered mail in case the postmark would not be readable.

Any tender submitted to the contracting authority after this deadline will not be considered.

**The contracting authority may, for reasons of administrative efficiency, reject any tender submitted on time to the postal service but received, for any reason beyond the contracting authority's control, after the effective date of approval of the evaluation report, if accepting tenders that were submitted on time but arrived late would considerably delay the evaluation procedure or jeopardise decisions already taken and notified.**

### **How tenders may be submitted**

Tenders must be submitted in English exclusively to the contracting authority in a sealed envelope:

- EITHER by post or by courier service, in which case the evidence shall be constituted by the postmark or the date of the deposit slip, to :

#19 Keate Street  
Port of Spain  
Republic of Trinidad and Tobago  
Hours of Business for Delivery of Tenders: Monday to Friday 08:00 - 16:00 Hrs.  
Email: 11edf@carimpacs.org

- OR hand delivered by the participant in person or by an agent directly to the premises of the contracting authority in return for a signed and dated receipt, in which case the evidence shall be constituted by this acknowledgement of receipt, to:

#19 Keate Street  
Port of Spain  
Republic of Trinidad and Tobago  
Hours of Business for Delivery of Tenders: Monday to Friday 08:00 - 16:00 Hrs.  
Email: 11edf@carimpacs.org

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

Tenders submitted by any other means will not be considered.

By submitting a tender candidate accept to receive notification of the outcome of the procedure by electronic means. Such notification shall be deemed to have been received on the date upon which the contracting authority sends it to the electronic address referred to in the tender.

## **20. Tender opening session**

The tender opening session will be on 16 December 2020 at 10:00 a.m. at #19 Keate Street, Port of Spain, Trinidad and Tobago.

In the case that at the date of the opening session some tenders have not been delivered to the contracting authority but their representatives can show evidence that they have been sent on time, the contracting authority will allow them to participate in the first opening session and inform all representatives of the tenderers that a second opening session will be organised.

## **21. Language of the procedure**

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

## **22. Legal basis<sup>2</sup>**

Annex IV to the Partnership Agreement between the members of the African, Caribbean and Pacific Group of States of the one part, and the European Community and its Member States, of the other part, signed in Cotonou on 23 June 2000 as amended in Luxembourg on 25 June 2005 and in Ouagadougou on 22 June 2010. Reference is made to Annex IV as revised by Decision 1/2014 of the ACP-EU Council of Ministers of 20 June 2014.

## **23. Additional information**

Financial data to be provided by the tenderer in the standard tender form must be expressed in EUR.

If applicable, where a candidate refers to amounts originally expressed in a different currency, the conversion to EUR shall be made in accordance with the InforEuro exchange rate of November 2020 which can be found at the following address: <http://ec.europa.eu/budget/graphs/inforeuro.html>.

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<sup>2</sup> Please state any specificity that might have an impact on rules on participation (such as geographic or thematic or long/short term).