

**REQUEST FOR EXPRESSION OF INTEREST
CONSULTING SERVICES QUALITY MANAGEMENT SYSTEM (QMS) PILOT**

Institution: Inter- American Development Bank

Country: Suriname

Project: BUSINESS CLIMATE AND INNOVATION PROGRAM (SUBCIP)

Advertisement No: 005

Sector: Business

Abstract: To provide training and consultancy services for implementation of a Quality Management System (QMS) within the department of the Bureau for Intellectual Property of the Ministry of Trade and Industry (MoTI) of Suriname. The contracted firm shall work together with a local change manager (individual consultant) that will be hired simultaneously by the executing agency of the Business Climate and Innovation Program.

Procurement method: Quality Cost Based Selection (QCBS)

Loan number: 3402/OC-SU

Consultancy Reference no: SUBCIP 004

Deadline: Wednesday 19th of April 2017

The Ministry of Trade and Industry has received financing from the Inter-American Development Bank (IDB), toward the cost of the Business Climate and Innovation Program (SUBCIP) and intends to apply part of the proceeds for consulting services.

The consulting services (“the Services”) include the following:

- Study the systems and management processes of the Bureau for Intellectual Property of the MoTI;
- Identification of gap analysis;
- Design, development and implementation of a Quality Management System;
- Document review and System evaluation through Internal Audits;
- Management Reviews and periodic MIS reports for Top Management;
- Course material preparation (documents, ppt etc.) in soft copy;
- Training of Personnel of the Bureau for Intellectual Property and all departments that will be implementing new legislation;
- Assistance during Certification Audit by the Certifying Agency;
- Project Monitoring.

The duration of the assignment is expected to last no more than six (6) months.

The Business Climate and Innovation Program through the Ministry of Trade and industry now invites eligible consulting firms (“Consultants”) to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. Firms should provide specific information which

demonstrates that they are fully qualified to perform/provide the services. The Expression of Interest (EOI), does not have a specific format or template, but should include (i) a letter of interest from the firm to participate in the assignment, (ii) profile of the firm (including evidence of the requisite expertise and skills), and (iii) list of similar assignments with relevant samples of work done within the last 5 years. **Please note that this document with specific information shall consist of no more than 10 pages.**

Short lists shall comprise six (6) firms with a wide geographic spread, with no more than two firms from any one country.

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-2350-9 and is open to all eligible bidders as defined in the 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 QCBS method set out in the Consultant Policies.

Further information can be obtained at the address below during office hours 8.00 AM- 16.00 PM.

Expression of interest must be delivered in a written form to the address below (in person or by e-mail) by April 19th, 2017 at 14.00 PM local time.

Department: Competiveness Unit / SUBCIP
Room number: 317
Attn: Ms. Cheryl Daal (Procurement Officer)
Address: Havenlaan #1
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