

**REQUEST FOR EXPRESSIONS OF INTEREST**  
**Suriname Business Climate and Innovation Program (SUBCIP)**  
**SU-L1049**  
**Design of a Modern Business Registry System for Suriname**

**Institution:** Inter- American Development Bank

**Country:** Suriname

**Project:** BUSINESS CLIMATE AND INNOVATION PROGRAM (SUBCIP)

**Advertisement No:** 011

**Sector:** Business

**Abstract:** The objective of this consultancy is to review the existing business registration system and design a modern and internationally competitive version for Suriname including a Limited Liability Company (LLC) and a Self-employed register.

**Loan number:** 3402/OC-SU

**Consultancy Reference no:** SUBCIP 016 & 024

**Deadline:** October 26<sup>th</sup>, 2017

The Ministry of Trade, Industry and Tourism 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 consultancy firm is expected to provide a solution to meet the needs of the Government of Suriname in so far as it relates to reducing the cost and time required to register a business (including but not limited LLC and Self-Employed) in Suriname. Specifically, the firm will be required and not limited to:**

- Review of existing procedures. The purpose of this component is to design and adopt new procedures so that a business can be constituted in an economical, transparent and expeditious manner. This work will involve examining existing administrative and operational procedures of a business registry and the agencies, which are involved in these processes.
- Determine the technological requirements and configuration of the business registry in Suriname, making deliberate attempts at ensuring this system is compliant with international best practices.

- Undertake a diagnostic assessment of the systems environment (hardware needs), operational and legal requirements necessary to operationalize a web and mobile business registry in Suriname.
- Develop/provide an open-source off-the-shelf software for the business registry after approval by the CUS, and provide technical problem solving support for at least twelve months after completion of the business registry.
- Produce an instructions manual for the operation of the registry, inclusive of a user guide for end users and a technical manual for the administration and maintenance of the business registry system.
- Conduct training for registry staff on the purpose, use, and maintenance of the new system, as well as the creation of supplementary training materials, manuals and a short guide.
- Transfer source code and full ownership of the system/software to the Government of Suriname.
- Provision of services in the area of open-source off-the-shelf software for the business registry development, customization or acquisition or a purpose built technical solution if no open-source solution exists;
- Provision of complete technical infrastructure requirements to operate the registry system;
- Support and provide advice for the data center technical and operational set-up;
- Provide operational support of the system to ensure that the solution maintains continuous integrity and functionality, as well as the correction of defects in the application software. This is expected to be achieved via a warranty for a minimum of three (3) years from the acceptance date of the system being certified operational;
- Facilitate knowledge transfer to the registry's technology staff on day-to-day maintenance and operation of the technology system, internal user training on use, and management of the system, as well as enforcement mechanisms and management of the registry website.
- Maintain the systems integrity, safety and security.

**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, Industry and Tourism 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. The Expression of Interest (EOI) should include (i) a letter of expression of interest from the firm to participate in the assignment, (ii) profile of the firm and (iii) list of similar assignments with relevant samples of work done by the **firm within the last 5 years**. **Please note that this document with specific information shall consist of no more than 20 pages.**

Short lists shall comprise six 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 selection based under the Fixed Budget Selection (FBS) procurement method set out in the Consultant Policies.

Further information can be obtained at the address below during office hours **8.30 AM-15.00 PM**.

Expressions of interest must be delivered in a written form to the address below (in person or by e-mail) by October 26<sup>th</sup>, 2017 at 14.00 PM local time.

Department: Competiveness Unit / SUBCIP

Room number: 317

Attn: Ms. Cheryl Daal (Procurement Officer)

Address: Havenlaan #1 Suriname

Tel: 597 402080 extension 1015

E-mail: [cheryl.daal@surinamecompete.org](mailto:cheryl.daal@surinamecompete.org)