

CENTRAL BANK OF THE DOMINICAN REPUBLIC
NATIONAL/INTERNATIONAL PUBLIC TENDER



BIDDING TERMS AND CONDITIONS

**FOR THE PREQUALIFICATION OF THE COMPANIES
THAT SHALL PARTICIPATE IN THE TENDER FOR
“SYSTEMS EVALUATION AND IMPLEMENTATION
FOR HUMAN CAPITAL MANAGEMENT IN THE CBDR”
PROJECT**

PHASE I

**Santo Domingo, D. N.
October-November, 2006**

CENTRAL BANK OF THE DOMINICAN REPUBLIC

**PREQUALIFICATION BASES FOR THE
“SYSTEMS EVALUATION AND IMPLEMENTATION FOR HUMAN CAPITAL
MANAGEMENT IN THE CBDR” PROJECT TENDER**

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PREQUALIFICATION BASES FOR THE “SYSTEMS EVALUATION AND IMPLEMENTATION FOR HUMAN CAPITAL MANAGEMENT IN THE CBDR” PROJECT TENDER

I. BACKGROUND

The Monetary Board, by means of its First Resolution of December 2, 2004 and its First Resolution of December 8, 2005, and its Act No. 478-2006 of August 29, 2006 of the Committee on Miscellaneous Purchases, Sales, and Allowances, authorizing funds for the undertaking of an international tender for the “Systems Evaluation and Implementation for Human Capital Management in the CBDR” Project (hereafter, “SGCH”).

This tender is constituted under Law No. 340-06 applicable to Goods, Services, Works, and Concessions Purchases and Contracts, specifically Article 43, Chapter II, Par. 2 on Special Standards for the Contracting of Consultants, which reads: “...2) **On Quality**. If the services are of an exceptionally complex or highly specialized nature or ones that require innovation, the criteria to be applied shall be based exclusively on the suitability of the proponent and the quality of the technical proposal.

II. GENERAL OBJECTIVES AND SCOPE

This document has the following objectives:

- ? To describe the general conditions necessary for pre-qualifying companies that wish to participate in the bidding for the systems evaluation and implementation for human capital management in this Central Bank of the Dominican Republic (hereafter, CBDR), said conditions constituting the only source of information and basis for the preparation of offerings. If the bidder fails to provide any part of the information required in the prequalification documents or presents a proposal that does not conform substantially in all aspects to said documents, it shall be under the risk and responsibility of the bidder and shall result in the rejection of the offering.
- ? To describe the phases of the project. The first, Phase I, consists of pre-qualifying the firms that shall participate in the bidding. The second and last, Phase II, consists of the bidding process among the participants that have qualified during Phase I.

III. CONTEXT OF THE TENDER

3.1 Language.

The proposal to be prepared by the bidder and all related correspondence and documents to be conveyed between the bidder and the CBDR shall be

written in the Spanish language. Any printed matter sent by the Bidder may be in another language, provided that it is accompanied by a Spanish translation, which shall prevail for purposes of interpretation of the proposal.

3.2 Documents for prequalification.

The prequalification proposal to be delivered to the CBDR shall consist of a document formulated in response to the requirements to be expressed in these Terms of Reference, and if necessary, supporting attachments.

3.3 Format and signing of prequalification

1. The Bidder shall prepare one (1) original and four (4) copies of the proposal, clearly labeling the “original” and the “copies” of the document. In case of any discrepancy, the text of the original shall prevail over the copies.
2. The original and all copies of the proposal shall be perfectly legible, free of markings or corrections, typed and signed by the bidder or by one or more persons duly authorized to represent the bidder.

3.4 Goods and services subject to tender , Phase II

For the purpose of informing the participants in the prequalification, the goods and services to be implemented in Phase II are shown below in general terms:

- ? *Revision and update of the job descriptions of the Central Bank of the Dominican Republic.*
- ? *Evaluation of the job structure.*
- ? *Revision and adjustment of the salary scale, with recommendations as to salary policies to be implemented.*
- ? *Establishment of internal fairness of salaries (or Central Bank compensation).*
- ? *Establishment of External Competitiveness.*
- ? *Revision, evaluation, and implementation of a performance evaluation system, which shall contribute in the medium term to the establishment of a Program for the Identification of Potential and the development of Career Plans for Central Bank personnel, and that supports and has positive impact the creation of a culture of results measurement in the Institution.*
- ? *Methodologies that guarantee the continuous feedback and updating of systems implemented by Central Bank personnel.*
- ? *Training of BCRD personnel.*

- ? *The information systems applications derived from the functional enhancement of the processes in each of the subsystems shall migrate to PeopleSoft Human Resource Enterprise Resource Planning (ERP) by the Consultant or, in the Consultant's absence, by a subcontractor of the Consultant.*

Technical specifications for the above shall be made available to those qualified bidders.

IV. PREQUALIFICATION OF THE FIRMS

4.1 *Qualified bidders.*

Qualified bidders are considered to be such companies as are legally constituted in the Dominican Republic, or in their country of origin in the case of international companies, and which are among the five highest scoring companies in the prequalification process. Said companies should own the methodologies that they utilize, thus they should prove by means of their experience the consistency and dependability of the use of these methodologies.

The requirements for the prequalification of companies interested in providing goods and services related to the implementation of these systems are shown below:

4.1.1 *General*

In case all conditions stipulated below are met, the proposal shall be evaluated by the CBDR.

- a.** Evidence indicating that, if the Bidder should obtain the Contract (for Phase II), same shall own the property rights to the proposed solution and that no prohibition or limitation exists with regard to said proposal. In those cases where the property rights of the solution, whether complete or partial, belong to third parties, the proposal shall include a certified document stating the right of the Bidder to propose said solution. Additionally, the Bidder shall guarantee responsibility before any third party claim, exempting the CBDR absolutely and without reservation, from said responsibility with respect to the proposed solution.
- b.** Evidence indicating that, should the Bidder obtain the Contract, same shall be able to include in the proposal (Phase II) the Quality Control Procedures used by same, including the indication of a Quality Certification in accordance with applicable ISO standards.

4.1.2 General information about the company

- a. The company's Corporate Documents, including its respective merchant and tax records, and official authorization certificates needed for normal operation.
- b. Current names of, and general information related to, members of the Board of Directors or Management, and their respective positions.

“Proposals presented by companies having any relationship of a financial, legal, shareholding, litigious or any other nature with the CBDR or any other government entity or with the financial entities of the Dominican Republic shall not be taken into consideration”.

- c. Formal resolution issued by the Board of Directors or Qualified Entity establishing authorization to participate in the tender and the position occupied by the duly authorized legal representative of the company.
- d. Brief description of the participating organization and its objectives, including addresses, telephone and fax numbers, and e-mail addresses of same.
- e. Listing of the Organization's Technical Staff.
- f. Organizational – Administrative Structure of the company.
- g. Organization chart of the staff that shall participate in the work, describing each person's function and their ranking within the Organization. The respective resumes (C.V.) of the technical staff that will be associated directly with project activities should be presented. The company shall be responsible for the suitability of said staff and shall guarantee the documentation related to same (This is a requirement for Phase II).

4.1.3 Financial information

- a. The Bidder shall present a Financial Statement, certified by a duly recognized national or foreign audit firm, confirming that the minimum annual revenues for consulting services related to SGCH projects for each of the prior three (3) years (2003 to 2005) were not less than the local currency equivalent of Five Hundred Thousand United States Dollars (US\$ 500,000.00).

- b. The presentation of bank references is required, in the form of a letter from the financial entity providing evidence of the existing relationship and naming the account officer(s) that manage the company's relationship.
- c. Evidence that, in the event that the Bidder were to obtain the Contract, same shall be capable of presenting, before the signing of said Contract, a Performance Bond guaranteeing the performance of said Bidder, with an expiration date subsequent to the conclusion date of the project. Said Performance Bond shall be equivalent to the amount of the advance required by the company and shall be issued by a Dominican insurance company ranked nationally among the five (05) principal insurance companies.
- d. An independent auditor's certification to the effect that the company had no outstanding obligation or procedure with the tax collecting authorities of the country of origin before the closing of their last fiscal year.

4.1.4 Description of the company's experience

The Bidder shall comply with the following prior conditions with respect to their historical performance:

- a. The Bidder shall demonstrate that same has a minimum of five (5) years experience in the execution of similar projects.
- b. The Bidder shall present a list of clients or companies where similar work has been undertaken (see Point 3.4). Experience in the local environment insofar as knowledge of the labor market in the Dominican Republic and in the international arena, experience with central banks and/or financial sector institutions, or in lieu of the above, links established with local companies, as well as demonstrable experience with consulting services in Central America.
- c. The Bidder shall demonstrate having undertaken and completed a minimum of two (2) SGCH Projects involving the goods and services indicated in Point 3.4, and at least two projects should be functioning at present. With regard to said experience, the following shall be presented:
 - a. General description of the Project.

- b. Initial and final dates of the Project.
- c. Contact details of the project managers in the companies, with whom the presented information may be verified.
- d. A declaration signed by the authorized representatives of at least two (2) of the companies that have received the Bidder's services, declaring that the conditions with respect to the project implemented have been completely satisfied.

4.1.5 Additional information

a. Legal Requirements for Participation.

In addition to the eligibility requirements for participation in the bidding, it is required that no definitive judicial sentences be outstanding that might lead to the interdiction of public rights or functions. In order to comply with this requisite, the Bidder shall present two documents: **a.1)** a letter from its independent auditors stating that there are no pending litigations against the company; and **a.2)** an affidavit from the bidding company's management stating that there are no pending litigations against the company.

b. Governing Law

There shall be an acceptance in writing that the Governing Laws are those of the Dominican Republic.

c. Costs of the Tender

All costs related to the preparation and presentation of the proposal (Phase I and Phase II) shall be paid by the Bidder, and the CBDR shall not in any way be responsible for said costs or reimbursements.

d. Tax Matters

The CBDR shall act as tax withholding agent (based on Articles 305 and 309 of the Tax Code- Law 11-92 of May 16, 1992, which enacts the Tax Code of the Dominican Republic, amended by Law 288-04 of September 28, 2004), and therefore shall withhold the corresponding tax in the percentages stipulated by Law at the time the transaction is undertaken.

V. PROCEDURE FOR PRESENTATION OF PREQUALIFICATION DOCUMENTS (PHASE I).

The bidding companies shall follow the procedure for the presentation of the proposals, as shown below:

- The Central Bank, through an announcement in local and international newspapers and on its Website, will make public that the corresponding Bidding Terms and Conditions are available, in order that, within the established time period, the bidding companies be able to present, in writing and on the letterhead stationery of the company, their proposals to participate in the prequalification process.
- The interested companies shall visit, or send representatives to, the premises of the CBDR in order to deliver the information required in this document, in a **sealed envelope**, the contents of which shall be initialed on each page. The deadline for delivery is **November 9, 2006**, and all documentation shall be addressed to:

Central Bank of the Dominican Republic
“Tender Commission for Systems Evaluation and Implementation for Human Capital Management in the CBDR” Project (PHASE I).
Calle Dr. Pedro Henríquez Ureña, esq. Leopoldo Navarro
Santo Domingo, Dominican Republic

Prequalification for bidding for provision of consulting services for the "Systems Evaluation and Implementation for Human Capital Management in the CBDR" Project (Phase I).

NOTE: The sealed package or envelope shall also indicate the name and address of the Bidder.

The opening of the sealed envelopes of each candidate will be made on the date indicated above, at 4:00 p.m. on the 11th floor boardroom of the Main Building of the CBDR, in the presence of all the members of the Tender Commission of the "Systems *Evaluation and Implementation for Human Capital Management in the CBDR*" Project, the Bidders or a representative of same properly authorized by the company (with prior documentation or authorization), and a public notary that shall certify the validity of the process. Once the first envelope of any Bidder is opened, admission of additional persons to the tender or the introduction of envelopes or document packages will not be accepted.

- During the process of opening of envelopes, only the delivery of required documents will be verified. The content of such documents shall be validated later during the evaluation process.

VI. PROCEDURE FOR EVALUATION AND SELECTION OF PRE-QUALIFYING FIRMS

For the evaluation and selection of pre-qualifying companies, the following procedures will be undertaken:

- a. The Tender Commission for the *"Systems Evaluation and Implementation for Human Capital Management in the CBDR"* Project shall prepare a summary of the proposals received and shall elaborate a matrix report of the contents of each individual proposal.
- b. The Tender Commission for the *"Systems Evaluation and Implementation for Human Capital Management in the CBDR"* Project will each proposal evaluate (see Evaluation Table, Section 6.2) in order to determine who shall be eligible to participate in the tender (Phase II), in strict adherence to the criteria provided in the Bidding Terms and Conditions. This evaluation shall conclude with the prequalification of the companies that have shown management experience and ability, technical support, as well as moral and economic solvency in accordance to the requirements set forth in these Bidding Terms and Conditions.
- c. The CBDR, no latter than fifteen (15) working days after the closing date of the tender, will communicate the results of the current process to the bidders that have qualified.

6.1 *Explanation of proposals.*

In order to facilitate the examination, evaluation and comparison of the proposals, the CBDR, at its own discretion, shall be free to request a bidder to explain its corresponding offer. The request for an explanation and the corresponding answer will be made through interviews, in writing or via e-mail, and no change in the proposal will be requested, offered or permitted.

6.2 *Evaluation Table for Bidders.*

The table shown below is an integral part of the evaluation process for prequalification. Said table shall be filled out for each Bidder, based on the information provided by them.

The bidders that have delivered all the required documents and that obtain a minimum score of 16 points in requirements Nos. 7 and 15 of the evaluation table shall be deemed to be pre-qualified.

Evaluation Table

I.- General information about the company	
Requirements	
1. Evidence in writing indicating that, if the Bidder should obtain the Contract, same shall own the property rights to the proposed solution and that no prohibition or limitation exists with regard to said proposal.	Complies..... <input type="checkbox"/> Does not comply.... <input type="checkbox"/>
2. Evidence in writing indicating that, should the Bidder obtain the Contract, same shall be able to include in the technical proposal the Quality Control Procedures used by same, including the indication of a Quality Certification in accordance with applicable ISO standards.	Complies..... <input type="checkbox"/> Does not comply.... <input type="checkbox"/>
3. Company by-laws, including the corresponding merchant and tax records, and official authorization certificates needed for normal operation.	Complies..... <input type="checkbox"/> Does not comply.... <input type="checkbox"/>
4. Current names of, and general information related to, members of the Board of Directors or Management, and their respective positions.	Complies..... <input type="checkbox"/> Does not comply.... <input type="checkbox"/>
5. Formal resolution issued by the Board of Directors or Qualified Entity establishing authorization to participate in the tender and the position occupied by the duly authorized legal representative of the company.	Complies..... <input type="checkbox"/> Does not comply.... <input type="checkbox"/>
6. Brief description of the participant organization and its objectives, including addresses, telephone and fax numbers, and e-mail addresses of same.	Complies..... <input type="checkbox"/> Does not comply.... <input type="checkbox"/>
7. Comprehensive verifiable description of the bidder's experience in the implementation of "Systems Evaluation and Implementation for Human Capital Management" Projects, to include at least two (2) of the subsystems referenced in Paragraph 3.4, preferably with companies related to central banking, the financial sector, or the Central American labor market. <i>10 (ten) points at the rate of 1 (one) point per project. Project references for the last five years only.</i>	Score..... _____ (10 Max)

8. List of the Organization's Technical Staff.	Complies..... <input type="checkbox"/> Does not comply.... <input type="checkbox"/>
9. Organizational-Administrative Structure.	Complies..... <input type="checkbox"/> Does not comply.... <input type="checkbox"/>

II.- Financial information about the company	
Requirements	
10. Financial Statement, certified by a duly recognized national or foreign audit firm, confirming that the Bidder's minimum annual revenues for consulting services related to SGCH projects for each of the prior three (3) years (2003 to 2005) were not less than the local currency equivalent of Five Hundred Thousand United States Dollars (US\$ 500,000.00).	Complies..... <input type="checkbox"/> Does not comply.... <input type="checkbox"/>
11. Bank references, in the form of a letter from the financial entity providing evidence of the existing relationship and naming the account officer(s) that manage the company's relationship.	Complies..... <input type="checkbox"/> Does not comply.... <input type="checkbox"/>
12. Evidence that, in the event that the Bidder were to obtain the Contract, same shall be capable of presenting, before the signing of said Contract, a Performance Bond guaranteeing the performance of said Bidder, with an expiration date subsequent to the conclusion date of the project. Said Performance Bond shall be equivalent to the amount of the advance required by the company and shall be issued by a Dominican insurance company ranked nationally among the five (05) principal insurance companies.	Complies..... <input type="checkbox"/> Does not comply.... <input type="checkbox"/>
13. An independent auditor's certification to the effect that the company had no outstanding obligation or procedure with the tax collecting authorities of the country of origin before the closing of their last fiscal year.	Complies..... <input type="checkbox"/> Does not comply.... <input type="checkbox"/>

III.- Description of the Company's Experience	
Requirements	
14. List of clients or companies where the bidder has undertaken similar projects.	Complies..... <input type="checkbox"/> Does not comply.... <input type="checkbox"/>
15. Evidence in writing that the Bidder has undertaken and completed two (2) SGCH Projects, that shall include 80% of the services requested in this Tender and that are in operation at present (The evaluation system cited in Paragraph 3.4 should not be omitted from the implemented projects). <i>10 (ten) points at the rate of 5 (five) points per two (2) projects and 10 (ten) points for more than two. Project references for the last five years only.</i>	Points..... _____ (10 Max.)
16. With reference to Point 15, above, the Bidder shall present the following details: ? General description of the Project. ? Initial and concluding dates of the project. ? Contact details of the project managers in the companies, with whom the presented information may be verified. ? A declaration signed by the authorized representatives of the companies that have received the Bidder's services, declaring that their expectations with respect to the performance of the company have been completely satisfied.	Complies..... <input type="checkbox"/> Does not comply.... <input type="checkbox"/>

IV.- Additional Information	
Requirements	
17. A letter from its independent auditors stating that there are no pending litigations against the company.	Complies..... <input type="checkbox"/> Does not comply.... <input type="checkbox"/>
18. An affidavit from the bidding company's management stating that there are no pending litigations against the company.	Complies..... <input type="checkbox"/> Does not comply.... <input type="checkbox"/>

19. Acceptance in writing that the Governing Laws are those of the Dominican Republic.	Complies..... <input type="checkbox"/> Does not comply.... <input type="checkbox"/>
20. Acceptance in writing that the CBDR shall act as tax withholding agent (based on Article 305 of the Tax Code Law No. 11-92, as amended by Law 288-04).	Complies..... <input type="checkbox"/> Does not comply.... <input type="checkbox"/>
21. Additional supporting documentation (optional).	Complies..... <input type="checkbox"/> Does not comply.... <input type="checkbox"/>

NOTE: The total points obtained from the present prequalification (Phase I), shall be considered as part of the final total scoring (Phase II); see details in the following chapter.

VII. INVITATION FOR PHASE II

Once Phase I of the prequalification procedure is finished, the CBDR shall invite all the qualified firms included in the “Record of Eligible Firms” to submit their technical and economic proposals to participate in the awarding of the “Systems Evaluation and Implementation for Human Capital Management in the CBDR” Project.

In the Phase II formal invitation document, the technical requirements of each system to be implemented will be specified in detail, as well as any other service needed to execute the present project, and the basis for said tender to be delivered to the participants of same.

- a. The “**Tender Commission for Systems Evaluation and Implementation for Human Capital Management in the BCDR Project**”, will evaluate each technical proposal, and the economic proposals received from those complying in strict accordance with the established criteria set forth in the invitation under the above cited Tender Modality, for which purpose interviews may be carried out with the officers of the bidding firms.
- b. The designated Commission will submit to Management the preliminary recommendations, based on the indicated evaluation.
- c. The Committee on Miscellaneous Purchases, Sales, and Allowances, shall verify the results of the evaluation of the technical and economic proposals.
- d. Management shall acknowledge the evaluations of the participating firms and shall submit the results to the Monetary Board for award purposes (Phase II).

It should be noted that the tender may be declared void if a decision on the selection of a participant is not reached or if the Monetary Board so decides. In the event that the Monetary Board declare the tender void, it shall be established that such a decision is definitive, and is not subject to any type of recourse, and therefore the same does not generates subjective rights for the bidders, nor does it create a liability for the Tender Commission for the “Systems Evaluation and Implementation for Human Capital Management in the BCDR Project”.

The scoring percentages for the results of the Bidders’ evaluations for the two phases of the project are shown below:

	Percentage
Prequalification of Companies (Phase I)	20%
Technical Proposals (Phase II)	70%
Prices and Conditions (Phase II)	10%
Total	100%

VIII. CONTACTS AND CLARIFICATION OF THE BIDDING TERMS AND CONDITIONS:

The CBRD shall call a meeting with the interested parties, which shall be held October 13, 2006 at 3:00 p.m., in order to respond to any questions that may remain. The inquiries and replies shall be published and accessible to all Bidders.

Additionally, consultations and clarifications may be requested, up until October twenty-fifth (25th), and these shall be responded to and published. They may be requested in writing, via correspondence addressed to: “Tender Commission for the Systems Evaluation and Implementation for Human Capital Management in the BCDR Project”, Pedro Henríquez Ureña corner Leopoldo Navarro Street, Santo Domingo, Dominican Republic, or via e-mail: sgch@bancentral.gov.do. Copies of the replies shall be sent via email (including and explanation of the corresponding consultation without identifying its origin) to all Bidders than shall have received the tender documents and that are registered as Bidders.

Fax: (809) 682-0596