

The Government of The Commonwealth of The Bahamas

Trade Sector Support Program

Modernizing Customs Operations – Business Process Re-engineering

Request For Proposal (RFP)

**Consultancy to conduct a Business Process Re-engineering
of Customs and other regulatory agencies involved in the importation
and exportation of goods**

Loan No.: BH-L1016

Project No.: 2756/OC-BH

Selection Process No.: 2.1.1.1

Introduction

The Ministry of Finance of The Commonwealth of The Bahamas has received financing in the amount of \$ 16.5 million USD from the Inter-American Development Bank (IADB) (Loan BH-L1016, Project No. 2756/OC-BH), to implement a **Trade Sector Support Program**. The overall objectives of this program are to improve the operational efficiency of the Customs and Excise Department (CED) and to prepare the Government of The Bahamas for accession to the World Trade Organization (WTO). The Ministry intends to apply part of the proceeds of this Loan to contract a consultancy firm, not exclusive of joint ventures to conduct a comprehensive business process re-engineering of all regulatory processes involved in the international movement of goods (i.e import, export and transit).

The Customs and Excise Department (CED) of the Ministry of Finance is the executing agency for this program.

Consultancy

The principal output from this consultancy will be a blueprint of optimized processes and information requirements for all regulatory processes impacting the importation, exportation and transit of goods. The outputs of this consultancy will form the primary basis of the technical functional specification for the implementation of an electronic single window environment (ESW).

Scope of Consultancy

1. Analyze and document current operational processes and information requirements.
2. Functional design and documentation of a set of streamlined re-engineered processes and information requirements , including, but not exclusive to:
 - a. Narrative description of each re-engineered process
 - b. Documenting and specifying the re-engineered processes using the UML modeling standard.
 - c. Development of a comprehensive data dictionary.

3. Ensure that the re-engineered business processes and data sets are based on the international best practice standards with particular emphasis on:

- The World Customs Organization (WCO) Data Model version 3.0
- The WCO Revised Kyoto Convention
- The WCO SAFE Framework of Standards
- UN Recommendation Nos. 33 and 34.

General Terms and Conditions

This RFP is open to applications from eligible countries of the IDB. The Customs and Excise Department, as the Executing Agency, now invites sealed offers (technical and financial offers sealed separately) to be submitted from consultancy firms, joint ventures or consortia for the **“Consultancy to conduct Business Process Re-engineering of Customs and other regulatory agencies involved in the importation and exportation of goods”**.

Consultants will be selected in accordance with the Fixed-Based Selection (FBS) 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 consulting firms as defined in the policies.

In addition to the IDB qualification requirements, bidders will be expected to demonstrate significant experience in conducting similar projects related to Customs business process re-engineering.

Interested eligible applicants may obtain the RFP documents electronically from the Project Management Unit (PMU) by submitting an e-mail to: CUSTOMSPROJECT@BAHAMAS.GOV.BS

The proposals must be delivered to the addresses below on or before November 22, 2013 at 16:00 hours (Nassau, Bahamas time). Proposals received after this time and date may be omitted from the selection process.

The Trade Sector Support Program Co-ordinator,
Customs and Excise Department,
Custom House
Thompson Blvd.
Nassau,
New Providence,
The Bahamas.

OR

Email: CUSTOMSPROJECT@BAHAMAS.GOV.BS