THE UNIVERSITY OF THE WEST INDIES

ST. AUGUSTINE, TRINIDAD & TOBAGO, WEST INDIES

FACULTY OF FOOD & AGRICULTURE
PROJECT MANAGEMENT UNIT
Email: fisheries.proj@sta.uwi.edu

REQUEST FOR PROPOSALS

Provision of Services to Install and

Maintain a Pilot Electronic Monitoring System for Artisanal Gillnet

Fishing Vessels in Guyana, Suriname and Trinidad and Tobago

April 14th 2025

PART A – TERMS OF REFERENCE

CONTRACTOR TO PROVIDE SERVICES TO INSTALL AND MAINTAIN A PILOT ELECTRONIC MONITORING SYSTEM FOR ARTISANAL GILLNET FISHING VESSELS IN GUYANA, SURINAME AND TRINIDAD AND TOBAGO

1. BACKGROUND

1.1. Introduction

The REBYC-III Project "Strategies, technologies, and social solutions to manage bycatch in tropical Large Marine Ecosystem Fisheries (REBYC-III CLME+)" in collaboration with the Governments of Guyana, Suriname and Trinidad and Tobago wishes to implement a Regional Pilot Electronic Monitoring (EM) Program for the artisanal gillnet fisheries of these countries.

This request for proposal seeks services for the installation and maintenance of EM systems on gillnet fishing vessels, generation and review of imagery (i.e., video footage or still photos) and sensor data from those systems to obtain fishing activity data, delivery of fishing activity data to a designated Data Manager, analysis of the imagery and sensor data and submission of monthly trip-, set- and catch-level data files to the Governments of Guyana, Suriname and Trinidad and Tobago.

Gillnets/Driftnets targeting groundfish and some pelagics in Guyana, Suriname, and Trinidad and Tobago for the purpose of this EM Pilot are generally associated with small-scale activities. The gillnet fisheries mainly suffer from bycatch of ETP species. While this bycatch has been documented to some extent (mainly on marine turtles), limited efforts have been made to address other bycatch issues in this fishery. REBYC-III CLME+ project will focus on the development and implementation of mitigation measures (e.g., novel stimuli, acoustic deterrents) and strategies (e.g., limiting fishing period to night hours, switching gears to those with less bycatch potential) to reduce incidental bycatch with a particular focus on sharks and turtles. See attached fact sheet for the REBYC-III Project: REBYC Fact Sheet.pdf

There is a need for a standardized EM System in the Gillnet Fishery of the Target Countries to assist with domestic data collection and as a start to the establishment of a national regulatory program especially in the context of Endangered, Threatened and Protected (ETP) Species.

The REBYC-III CLME+ project focuses on the management of bycatch and reduction of discards but also addresses the adverse impacts of fishing gears on marine habitats and biodiversity, including caused by ALDFG and ghost fishing mortality. It will introduce new approaches and an increased emphasis particularly on SSF which, given their dominance in the region, have a significant cumulative impact on the sustainability of fisheries and food security in the region. The Project will support the Governments of Guyana, Suriname and Trinidad and Tobago in addressing the deficiencies and a Pilot EM System for artisanal Gillnets has been identified as one of the means to addressing these challenges. The sum of One hundred and twenty thousand United States Dollars ($120,000 USD) is available to execute this program in the three countries.

Proposals should not exceed this amount. A technical review will be undertaken to ascertain best value for the available funds.

1.2 Context

Ensuring adequate observer coverage is essential for accurately documenting and estimating the impact of fisheries on cetacean species. Key guidelines for implementing the U.S. Marine Mammal Protection Act (MMPA) in fisheries known to have incidental marine mammal bycatch was assessed. Under this legislation, the recommended observer coverage for fisheries with frequent marine mammal mortalities typically ranges between 15-35% of total fishing effort. However, when financial constraints limit observer deployment, lower coverage levels may still be considered, provided they yield statistically reliable bycatch estimates.

Findings indicate that in Suriname and Guyana, a coefficient of variation (CV) of 10-15%, representing a highly precise bycatch estimate, could be achieved with 2.9% observer coverage.

In Suriname, an analysis of the driftnet fishery, which consists of 353 vessels operating for an estimated 159 days per year per vessel, resulted in a total fishing effort of 56,085 fishing days. Using historical data indicating 23/year cetaceans were bycaught, statistical modelling was applied to optimize bycatch estimation scenarios. The results suggest that achieving a CV of 15% would require monitoring either 10 vessels year-round, or 1,627 fishing days, representing 2.9% of the total fleet (353 vessels) or 2.9% of total fishing effort (56,085 days).

The importance of species-specific considerations when determining appropriate sampling levels for estimating incidental bycatch, ensuring that conservation and management efforts are based on robust and scientifically sound data.

The Regional Pilot EM is to be installed as far as practical and considering cost on artisanal Gillnet fishing vessels in the following countries as in Table 1.

Table 1. Details of the proposed EM Pilot

ATTRIBUTE	SURINAME	GUYANA	TRINIDAD AND TOBAGO	Comments

Number of Fishing Vessels in Pilot	10 (maybe 12 if funds permit)	10	10 (based on funding considerations)	Sample size for Suriname and TTO assessed by REBYC-III LTA1 Expert based on historical data. Recommendation to adopt the same based on similarity of fishery for Guyana.
Minimum EM Effort Coverage in days and %	1627 (2.9%)	1627	1000 (based on 100 days of annual fishing)	
Vessel length	(SK-OG) Open Guyana boat type, 14 - 16 meter (SK-GG) Decked Guyana boat type, 14 - 18 meter		less than 40 ft undecked	
Gear type(s)	Driftnets, average net length 4 to 5 km	Artisanal Drift Gillnet	Gillnet	
Do the vessels have a power supply that could be used for the onboard EM equipment?	Open Guyana boat type, outboard engines (max 75 hp) Decked Guyana boat type, inboard engine (max 155 hp)	Unsure of the power needs of the EM unit. Most vessels have one or two 12-volts battery to run their lights.	NO	Generally undecked vessels with no power in TTO and GUY.
Do the vessels have VMS – satellite-based vessel monitoring systems?	Both types: yes	100+ VMS devices were installed in the artisanal fishery. More than 50% are from the target fishery.	NO	

Do the vessels have GPS?	Open Guyana boat type normally does not. Open Guyana boat type, yes	Most vessels in the target fishery have GPS	Few	
Do the vessels have a marine satellite system (such as Starkink) subscription and equipment onboard?	Both types: no	No	NO	
Number and names of seaport(s) where vessels start/end trips	Paramaribo or Commewijne	Approximately 20 landing sited	To be determined	Contractor is asked to provide quotes for routers etc at two landing sites in each country
Trip duration	Open Guyana boat type, 7 to 12 days Decked Guyana boat type, 14 to 21 days	2-18 days	One day	
Number of fishing operations per trip	Approximately one to one-and-a-half hauls per day Haulback time average 6-7 hours	2 per day	1-3 sets	
Estimate of number of fish captured per set, and number retained vs. discarded	Every haul is different but according to one interviewed captain the average is 100 discarded fish is rare, because if fish is damaged they will eat it themself or land it and bring home to their family.	Fish Cap. - 0 - 1200lbs Retained - 90% Discarded - 10%	fish cap - 0-1000 retained - 95% discarded - 5%	
Estimate of number of gillnet panels (sheets)		4 miles net = 160 panels	300 lb net - 12 panels	

per string (fleet) deployed per set, length of a string, duration to set a string, soak duration, and duration to haul a string				

The Pictures shown below give an indication of the type of vessel to be included in the Pilot.

Picture 1 – Gillnet Vessel Suriname

Picture 2 – Gillnet Fishing Vessel Guyana

undecked

Picture 3 – Gillnet Vessel Trinidad and Tobago


The cost of hardware to be installed on fishing vessels (Cameras, poles, straps if body cameras etc), onshore hardware (routers etc) and annual WIFI costs are to be borne by the Service Provider.

The service provider would be required to provide the EM hardware with warranty; EM functions listed in the Technical Terms of Reference (section 2.2) for the regulatory agency, technical services (including training) and maintenance of the EM throughout the contract period of two years from the date of Contract.

2. CONSULTANCY OBJECTIVES

2.1 The objectives of this consultancy are to:-

a. Provide and install functional EM hardware on each of the artisanal gillnet fishing vessels participating in the EM Pilot;
b. Maintain all EM hardware installed and ensure full functionality during the contract period;
c. Provide the EM functions and Data Requirement Fields as outlined in the Technical Terms of Reference (section 2.2);
d. Train staff of the Fisheries Division and Coast Guard, fishing vessel owners and captains/operators and any other persons identified by the Fisheries Divisions of Guyana, Suriname and Trinidad and Tobago in the competent use, monitoring, functions of the EM.
e. Cover the cost of upload of trip video footage via WIFI to cloud storage.
f. Review data/camera imagery and monthly produce the EM monitoring datasets.

The Contractor in undertaking the assignment will identify:

i. Functional Requirements that define those features of the EM that will directly address and satisfy the Countries' needs.
ii. Technical Requirements that identify technical constraints or define conditions under which the EM must perform.

iii. Operational Requirements that are needed to keep the EM operational over two-year contract term.
iv. Maintenance Requirements that define activities and services required to support the effective and efficient operation of the EM both in the short and long terms.
v. Reporting requirements in respect of each country

2.2. Technical Terms of Reference

The selected service provider should provide the listed data fields below concerning the system requirements, or otherwise in their proposal explain which of these data fields are proposed to be excluded and why the EM system is not able to collect that field.

Field category	Field	data collection protocol
Trip	Trip UID	
Trip	Vessel name	
Trip	Date depart port	
Trip	Date return port	
Trip	Hydraulic net drum hauler	Was a hydraulic net hauler onboard
set	Set UID	
Set	Set begin latitude	
Set	Set begin longitude	
Set	Set end latitude	
Set	Set end longitude	
Set	set begin date/time	
Set	set end date/time	
Set	Haul begin latitude	
Set	Haul begin longitude	
Set	haul end latitude	
Set	haul end longitude	
Set	Haul begin date/time	
Set	Haul end date/time	
Set	Number of panels (sheets) deployed in a string (fleet)	
Set	Number of panels retrieved	
Set	Number of floats deployed	
Set	number of floats retrieved	
Set	Panel length	
Set	Panel depth	
Set	Net material	Material that web meshes are made of (single strand monofilament, braided monofilament, twine, braided twine, etc.).
Set	Stretched mesh size	Crew cooperation - fixed measuring points on deck or pre-trip dockside gear inventory. Mean stretched length (knot to knot) from measuring 10 meshes, 2 each from 5 panels, to nearest mm
Set	Net web color(s)	What is the color of the net webbing
Set	sinker type material attached to footrope	

Set	Vessel speed in knots during setting	Mean of hourly GPS speeds during setting
Set	List bycatch mitigation devices (e.g., LED lights, pingers)	
Set	Abandoned, lost and discarded fishing gear	Record the amount of abandoned, lost and discarded fishing gear.
Set	Lunar illumination	How bright is it during fishing operations at night, outside of areas affected by deck lighting; lux is the standard unit of measurement
Set	Sea state / Beaufort wind force scale	Sea state as measured using the Beaufort wind force scale
Set	Attended or unattended	Was the string (fleet) attended during the gear soak?
Set	Bait	Is bait placed in net
Set	Depth of panels below sea surface	What was the depth of the floatlines below the sea surface
Set	Distance between floats	The mean distance between floats measured along the head rope
Set	Dropline length	If used, what is the length of the droplines - the distance between the floats (which may be at the sea surface or submerged) to the float line.
Set	Hanging ratio	Length of the float line divided by length of the stretched meshes on the float line - how tightly the net is stretched.
Set	Mesh count, vertical	Number of vertical meshes in 1 panel (sheet). Count the number of meshes of the endline on the end of a panel where the meshes are attached.
Set	Number of stacked panels	Number of stacked panels (sheets) with 2 or more panels sewn together vertically to fish 'double deep' within a string (fleet)
Set	Stationary, 1-end drifting, drifting	Is the gillnet anchored or staked and stationary, have one end stationary (e.g., attached to a vessel) and the other end drifting freely, or the entire net is drifting
Set	Surface, midwater, bottom	Are the gillnet panels at the sea surface, midwater or on or near the seabed
Set	Tie downs	For demersal nets, are tie downs used, and their heights
Catch	species code and scientific name	
Catch	species fate (retained, discarded, escaped)	
Catch	Specify sampling method used to estimate total catch per species	
Catch	Catch depredated	Was there evidence of depredation - part of the catch was bitten off by a shark, whale, squid, etc.
Catch	Catch depredation species	For depredated catch, which organism conducted the depredation
Catch	Condition of catch at vessel	Life status of catch when retrieved at the vessel, e.g., alive, dead, degree of injury, waterlogged
Catch	Condition of catch upon release, if not retained	Life status of catch upon release, e.g., alive, dead, degree of injury
Catch	Fate	What did the crew do with the catch after retrieval, e.g., retain, discard dead, release alive
Catch	Length	For seabirds that are dead upon gear retrieval, crew place the seabird on the deck at the designated position, and extend, straighten and flatten the wings. The EM analyst uses the digital length measurement tool to estimate the length of one wing, from wrist to tip of the longest primary, flattened and straightened, to the nearest cm.
Catch	Species	Species of each captured organism (scientific name, common name)
Catch	Tag data	Content of a tag attached to a caught organism
Catch	Tag recovery	If the catch had a tag attached, and the catch was not retained, was the tag removed prior to release?
Catch	Tag type	If a tag is attached to a caught organism, what type of tag was it

Data Transmission, Storage and Backup

a. Upload of catch data must be possible through suitable WIFI Routers to be installed at Ports. The Governments will be responsible for ensuring adequate power and security for the routers. The contractor will be responsible for the maintenance of the Routers.
b. The two years of data collected during the Pilot should backed-up/stored by the service provider.

Hardware installation and other requirements

a. The EM equipment must be easy to install on board the vessel;
b. The hardware must be salt water resistant;
c. The EM equipment must be tamper proof; and
d. Visible or audible alarm system on board vessel to alert on malfunctioning of EM unit.

Reporting

a. Monthly reporting on catches especially as it relates to ETP (Mammals and Turtles) in particular.

3. DELIVERABLES

At the end of the contract the deliverables are expected to be:

a. Functional EM hardware installed on each of the artisanal gillnet vessels identified in the Pilot
b. All installed EM hardware maintained to ensure full functionality;
c. Ensure all data fields are recorded and available to the University of the West Indies and the Governments of Guyana, Suriname and Trinidad and Tobago as outlined in section 2.2.;
d. Trained staff of the Fisheries Divisions, Coast Guard, fishing vessel owners and operators/captains and any other persons identified by the Fisheries Division, in the use, maintenance, monitoring and functions of the EM;
e. All relevant documentation including operating and user policies, guidelines, handbooks, manuals, standard operating procedures, training material;
f. All relevant warranties and guarantees for procured hardware/software and for access by the University of The West Indies to all data generated by the EM;
g. Maintenance agreements for hardware and upgrade options for software
h. Technical support and maintenance of the hardware of the EM units to the end of the contract term.

i. Monthly EM trip- set- and catch-level datasets

4. CHARACTERISTICS OF THE CONTRACT

4.1 Type of consultancy:

The work requires a contractor, where an international contractor is tendering, they must provide an identified contact (name, email, whatsapp) or an agent or representative based in Guyana, Suriname and Trinidad and Tobago.

4.2 Duration and Dates

The contract will initially be for a period of two (2) years and to include provision of hardware, software, WIFI Coverage for two years in 6 ports (two in each country) to support upload of camera footage, technical support and maintenance of the system as well as access to data that is stored by the service provider.

4.3 Place of Work

The contractor will work through its office, however representatives of the contactor can work from the executing countries during the requisite implementation phases of the contract.

4.4 Qualifications Summary

The contractor's Representatives will be persons with:

a. Relevant qualifications and training as evidenced by certificates;
b. At least five years' experience with EM technology that meets international standards for fisheries management and in particular installation, maintenance, operation and report generation;
c. Extensive experience in training clients in the use of the EM;
d. Experience working in an international environment, preferably in projects of similar scope and application in the public sector;
e. Experience in providing long-distance technical support;
f. A demonstrated ability to understand the local environment; and
g. The ability to speak and write English with a high level of proficiency.

4.5 Working Relationships

The contractor and its representatives will report directly to the Dean, Faculty of Food and Agriculture, University of the West Indies. The contractor will submit monthly progress reports summarising activities during the reporting period and identifying any project issues to be addressed.

5. ACTIVITIES

5.1. Phase I: Implementation Plan

The contractor is to develop a detailed work plan for the execution of the contract for approval by the University of the West Indies which will include methodology, timeline, inputs required by the Clients, outputs/outcomes, possible risks and mitigation measures.

5.2 Phase II: Pilot

The contractor is to conduct a pilot exercise, which will include:

a. Installation of EM hardware onboard a selected number of vessels identified in Table 1 above by the Fisheries Divisions of Guyana, Suriname and Trinidad and Tobago.
b. Provide Basic training on use of the EM to select staff of the Fisheries Division, Coast Guard and to the captains/operators and owners of the vessels which have EM hardware installed (**At least one online session on the functionality of the system and one physical training session on installation of the hardware at the time of installation in each country**)
c. Identification of issues or challenges
d. Identification of solutions and effectiveness of solutions utilized
e. Identification of additional issues and risks that may affect progress of project
f. Identification of measures that are required to mitigate potential issues and risks
g. Production of a revised work plan due to issues which may have arisen due to adjustments made subsequent to the pilot exercise
h. Testing of security of and access to information by different levels of users

5.3 Operational Policy guidelines

The contractor will also provide updated system documentation and manuals for users and administrators.

The contractor shall also work with a designated team to develop operating policies to ensure a seamless handover following completion of the contract. The operating policies should include but not be limited to guidance to the clients on maintenance of all aspects of the system, backups, reporting and access controls.

5.4 Phase VI: Project Completion

The contractor must provide technical support and maintenance for the EM to the clients and users.

The contractor shall submit a report summarizing the achievement of the deliverables required for contract.

In furtherance to the above, the contractor is to:

- ensure that all deliverables have in fact been delivered to the satisfaction of the Clients as per the TORs.
- ensure that all operating and performance standards have been met and that systems are in place to ensure that these can be maintained.
- produce an analysis of the level of success of the project comparing the actual project delivery against baseline delivery parameters.
- ensure that all manuals, licences, warranties and guarantees are in place, including for continued access by UWI and Executing partners to all data generated by the EM
- produce the necessary Standard Operations Manuals for usage by the Client.
- produce training programmes for ongoing use by the Client
- ensure that all maintenance contracts and agreements for after sale service are in place.
- ensure that all certificates etc. have been distributed to participants in the training programme.

6. EXPECTED RESULTS

The activities of this consultancy will result in: -

a. Establishment of a fully-functional Pilot EM on artisanal gillnet fishing vessels in Guyana, Suriname and Trinidad and Tobago.
b. Staff of the Fisheries Division, Coast Guard, vessel captains, operators and owners trained in use of the EM remotely and at the time of installation.
c. Enhanced capacity for fisheries data collection, monitoring, control and surveillance through monthly reports on fishing activity especially interactions with ETP species
d. Strengthened capacity for collection, analysis and reporting of catch and effort
e. Increased capability of Guyana, Suriname and Trinidad and Tobago to meet its flag, coastal and market State obligations.

7. REPORTS

During the conduct of the consultancy, the following reports are expected.

Phase	Nature of Deliverable	Details	Timing
I.	Work Plan	The Contractor will submit a concise report which will contain but will not be limited to the following information: a. The stages and activities of the proposed contract b. Methodology of the stages and activities c. The scheduling of these activities d. The inputs that will be required from the Clients	Two weeks after the start of the contract

Phase	Nature of Deliverable	Details	Timing
		e. The quality, nature of and associated timelines of these required inputs f. All associated risks that can affect the timely delivery and delivered quality of the project g. Suggestions as to how the Client can assist in the mitigation of perceived risks	
II.	Pilot	The Contractor shall submit a detailed quarterly report which will contain but not be limited to the following information: a. Potential risks that can affect progress of project. b. Identification of measures that are required to mitigate risks	At 1st quarter after start of contract
III.	Project Completion	The contractor shall submit a report summarizing the achievement of the deliverables required for contract. As Appendices to this report the Contractor is also to submit the following: a. Standard Operations Manual for the system, related components and all other software. b. All warranties and guarantees for procured hardware\software. c. Guarantees for access by University of the West Indies to all data generated by the EM d. Maintenance agreements for hardware and upgrade options for software	Two weeks before completion of the contract

8. EVALUATION MATRIX

Consideration will only be given to Contractors who attain a minimum of Seventy (70) Marks Overall with a minimum of 50% of marks in each category.

Criteria	Offerors Response	Points
CAPABILITY TO PERFORM TASKS AND PAST PERFORMANCE		***20***
1. 5 years' experience in providing the services identified in Terms of Reference	Describe services provided with references	10
2. 5 years industry experience in Electronic Monitoring Systems; installation, monitoring and servicing including all relevant EM certificates and approvals	Describe industry experience	5
3. 5 years industry experience in working with government and multilateral organizations in similar projects.	Provide summary description	5
FINANCIAL CAPABILITY		***10***
1. Evidence of financial stability of the contractor, through statement from financial institute attesting to financial capability detailing credit service and number of years banking in institute	Statement from financial institute	5
PROPOSED METHODOLOGY		***30***
1. Describe in detail your proposed methodology in meeting the requirements of each task. For each task, identify your methodology and challenges/risks you envision.	Provide methodology	10
2. Describe how you plan to ensure quality assurance through the life of the project and include how QA will be conducted for each task and by whom. How will any issues be reported, addressed and resolved?	Provide Quality Assurance Plan	10
3. Offeror shall provide a high-level plan for provision of support for the system for a period of twenty four months.	Provide descr*i*ption	10
QUALIFICATIONS AND COMPETENCE OF PROPOSED TEAM OF CONTRACTOR REPRESENTATIVES		***20***

Criteria	Offerors Response	Points
1. Provide a description of the project team and their respective roles. Also, provide a level of effort chart, which details the estimated number of hours per task of each team member in accordance with the tasks.	Workload statistic plan	5
CAPACITY BUILDING AND SUSTAINABILITY		***20***
1. Offeror must propose a detailed approach to the training component in this project as well as provide a high-level Training Plan. One online session and one training session at the time of installation.	Provide description	10
2. Offeror must propose a detailed approach to the development of client capacity to operate and manage these systems to ensure their sustainability post implementation.	Provide description	5
3. A minimum of one (1) year warranty on EM devices and a cost plan for repairs thereafter.	Provide warranty summary and cost of repairs summary	5

PART B - INSTRUCTIONS TO CONTRACTORS

Contractors are advised to read all instructions carefully. Failure to comply may result in the rejection of their submission.

1. TENDER DOCUMENTS

The set of tender documents issued for inviting proposals includes Part A and Part B as specified below:

A. Terms of Reference
B. Instructions to Contractors

Contractors are expected to examine carefully all instructions, conditions, forms and terms. Failure to comply with the requirements of the tendering procedures will be at the contractor's own risk.

2. CLARIFICATION

Contractors are requested to submit written questions on matters where clarification is needed. These questions should be addressed and emailed as follows:

Ms Nerissa Lucky
Technical and Project Coordinator
REBYC-III CLME+ & EAF4SG FAO-GEF Funded Projects
Project Management Unit
Faculty of Food and Agriculture
The University of the West Indies
St. Augustine Campus
Trinidad & Tobago, W.I.
E: Fisheries.Proj@sta.uwi.edu;tpc_fisheries.proj@outlook.com;
T: 1.868.250.4907; 1.868.354-5576

3. PREPARATION OF TENDERS

Contractors are expected to examine all terms and instructions included in the tender documents. All information requested must be provided. Contractors shall be private, public or any combination thereof with the formal intent to enter into an agreement with each client, to which University of the West Indies will be a Third Party.

4. COST OF PROPOSALS

Contractors shall bear all costs associated with the preparation and submission of the proposals. The Dean, Faculty of Food and Agriculture, University of the West Indies will in no way be responsible or liable for these costs regardless of the conduct or outcome of the tender.

5. SUBMISSION OF PROPOSALS

This is a One Quote Tender Process comprising two separate appendices -

- Appendix 1 - Technical Proposal and
- Appendix 2 -Financial Proposal.

Any quotation submitted must be prepared and emailed to Fisheries.Proj@sta.uwi.edu copied to tpc_fisheries.proj@outlook.com

6. TECHNICAL PROPOSAL

The Technical Proposal (Labelled Appendix 1)must include the following:

1. Comments on the Technical Terms of Reference
2. The Contractor's understanding of the contract
3. The Contractor's professional/technical approach to the contract
4. The Contractor's experience in the subject area of the contract
5. A detailed description of the Work Plan, Methodology and Timeline that the Contractor proposes to meet the objectives.
6. The information for each client-reference site in the following format:
    a. Organisation's name.
    b. Organisation's address.
    c. Name of contact.
    d. Title of contact.
    e. Telephone and facsimile numbers of contact and email address.
    f. Contact's involvement in the implementation.
    g. Implementation date of the system.
    h. Description of System
    i. Detailed Curriculum Vitae of the representatives of the contractor and commitment to this project and any conditions and/or restrictions on their availability**.**

7. FINANCIAL PROPOSAL

The Financial Proposal labelled Appendix 2 must include the following:

1. A general Price Summary
2. A detailed description of the cost breakdown by Vessel Unit
3. All costs to be quoted in United States Dollars
4. Quotes must be valid for ninety (90) days
5. Group rate for units

The financial proposal must take into account:

i. all tax liability in compliance with applicable laws

ii. cost of insurance
iii. training in use of the system
iv. technical support
v. user interface for the EM if software is proprietary
vi. warranty of one year on hardware
vii. preferred arrangement for an annual contract with the possibility for renewal and adjustment of the system specifics based on changing administrative needs.

Consideration will be given to:

- *group rates*
- *inclusion of warranty and period and*
- *length of period for which the contractor provides technical support*

The Technical and Financial Proposal should be emailed to Fisheries.Proj@sta.uwi.edu copied to tpc_fisheries.proj@outlook.com to no later than May 15th 2025 addressed to:

Professor Mark N. Wuddivira, Ph.D.
Dean, Faculty of Food & Agriculture
The University of the West Indies, St. Augustine

Tenders would be evaluated based on the criteria as outlined in the Request for Proposal (RFP). Tenderers would be required to obtain a minimum of 70% overall with a minimum score of 50% in each criterion to be further considered for recommendation of an award of contract.

Only Tenderers obtaining these requirements would be shortlisted. The price submission of these Tenderers would then be evaluated. The Tenderer with the most competitive price would invited to make a presentation before award of the contract.

8. TAXES

The successful bidder shall undertake to comply with income tax laws where applicable

9. ACCEPTANCE OF PROPOSAL

The University of the West Indies reserves the right to accept or reject in whole or in part a proposal and to annul the bidding process prior to the award of contract, without incurring any liability or be under any obligation to inform a bidder of the ground for the action.
The University does not bind itself to accept a bidder's offer, or to reimburse a bidder for any expenses incurred in bidding.

10. TERMS OF PAYMENT

The contractor shall provide in its proposal a Terms of Payment schedule which is subject to negotiation.

11. CANCELLATION OF BIDDING PROCESS

The University of the West Indies reserves the right to cancel the bidding process in its entirety or even partially without defraying any costs incurred by a bidder.

12. AWARD AND AGREEMENT

The contract will be awarded to a bidder if his proposal conforms to the requirements in terms of the technical capability and other considered factors. If successful, the bidder will be required to enter into formal agreements with the University of the West Indies.

13. COMMENCEMENT OF CONTRACT

The commencement of work or service shall be by agreement of the Dean of the Faculty of Food and Agriculture, University of the West Indies and the successful bidder in accordance with the terms of the contract.