



# The St. Lucia Chamber Of Commerce Industry & Agriculture

*Serving Members and the Community since 1884*

P. O. Box 482, Vide Boutielle, Castries, St. Lucia  
Tel: 758.452.3165 / 758.453.1540 Fax: 758.453.6907  
Email: [info@stluciachamber.org](mailto:info@stluciachamber.org) Website: [www.stluciachamber.org](http://www.stluciachamber.org)



## COMPETITIVENESS THROUGH LINKAGES SCOPE OF WORK REF – 19 REQUEST FOR QUOTATIONS (RFQ) - 06

### 1. BACKGROUND:

The St. Lucia Chamber of Commerce Industry & Agriculture's (SLCCIA) Competiveness Through Linkages (CTL) Project is funded by the EU Banana Support Programme 2006 titled Economic Diversification (EU-ED) B-21.03.18, EuropeAid/127214/M/ACT/LC and implemented by the Business Development Unit (BDU). The Project runs until December 2011 and provides business advisory and other services to Client firms to increase sales. The CTL Project assists Clients to increase sales, investment and employment by identifying and removing inhibiting constraints.

The Competiveness Through Linkages Project will implement a wide range of activities over the period, designed to;

- Enable businesses to compete more effectively and to successfully integrate into the world economy;
- Strengthen backward and forward linkages in the agricultural, manufacturing and services sectors;
- Increase business for SMEs in rural areas with special attention on linkages with other sectors with expended use of ICT;
- Increase new business formation;
- Increase trade, investment and employment;
- Generate sales for firms receiving assistance tailored to removing constraints;
- Enhance private sector knowledge of the demand driven application resulting in increased exports across sectors;
- Provide immeasurable benefits for the rural SME from increased orders and production that the assistance will cause to take place;

### 2. THE CLIENT :

The Client was incorporated under the laws of Saint Lucia in 1991 and is a leading manufacturer of spring-filled sleep products and soft furnishings and is well positioned to supply the local and export market. The Client employs 28 persons, all of whom reside in one of the Southern communities on the island.

The Client's core product range of beds and linens are orthopedically designed and manufactured under license to comply with US sleep products standards. To complement the range of beds, the Client also produces soft furnishings that include fiber-filled pillows and pillows harms, toss cushions, latex rubber foams, comforters and quilts and other bed accessories. The bed covers produced by the Client are unique in that they are fire resistant. At present, most soft furnishings are manually produced and sufficient quantities cannot be produced to meet buyer requirements.

The Client has received increased demand from new and existing regional buyers for a new line of quilted bed accessory called duvet covers, highly attractive for its sanitary values. To respond to this increased demand, the Client has invested in an Automated Quilting Machine which would allow increased levels of production to meet increased demand in the domestic and export market.

The Client has indicated they have not been able to utilize the machine because it has not been commissioned. Additionally, the Client's staff lacks the necessary skills to operate the automated piece of equipment and have requested the CTL Project's assistance to commission the equipment and to train the staff in its use.

### **3. OBJECTIVE AND TASKS:**

The objective of this RFQ is to commission the Client's Quilting Machine Make and Model # MTS Proto 30U4-42 # 92 3542, Machine head Pfaft, Moor Specs- Servo dynamics, 818 700 8600 , Manufactured by SEM, London England and to train staff in the operations, maintenance, troubleshooting, shutdown and start up of the machine to produce the buyer requirements. The Consultant or Consulting Firm will work in collaboration with the CTL Business Advisor and other members of the CTL team in undertaking the following specific tasks:

1. Meet with the CTL staff and the Client at the Client's operations in Saint Lucia to review the objectives of the assignment and the tasks to be undertaken;
2. Commission the Quilting machine, make & model MTS Proto 30U4-42 # 92-3542 Machine head Pfaft, Moor Specs- Servo dynamics, 818 700 8600 , Manufactured by SEM, London, England and verify that it can meet the design specifications in terms of throughput and the product quality requirement of the buyers.
3. Deliver training to 4 staff members using the commissioned equipment and the Client's materials through direct demonstration to inter alia include: plant shut-down and start up; all areas of preventative maintenance and troubleshooting; diagnosing and rectifying faults in the production process.
4. Arrange for participants to provide written feedback on the relevance of the training.
5. Prepare and present a report on the tasks undertaken with respect to 1 thru' 4 above.

### **4. DELIVERABLES:**

The Consultant/Consulting Firm shall be responsible for the following deliverables:

1. Training modules delivered to staff on; equipment start-up and shut down, all areas of

- the operations, preventative maintenance and troubleshooting, diagnosing and rectifying faults, maintenance planning and scheduling.
2. Written feedback on the training from the staff.
  3. Commissioned Quilting Machine make & model MTS Proto 30U4-42 #92-3542 Machine head Pfalt, Moor Specs- Servo dynamics, 818 700 8600 , Manufactured by SEM, London, England accepted and signed-off by the Client
  4. Operations and maintenance manual
  5. An edited report of 10 – 15 pages in electronic and hard copy format on the tasks undertaken within this Scope of Work to include the deliverables 1. thru 4. above.

**5. LEVEL OF EFFORT:**

The level of effort available for this consultancy is 29 days to include 2 travel days; an illustrative LOE breakdown is included in the table below:

Activity	Days
Meet with the Client and agree on the tasks	1
Commissioning of the quilting machine	10
Train staff in operations, maintenance of the machine	10
Prepare Operating and Maintenance manual	4
Prepare and Present final report	2
Travel Days	2
<b>Total</b>	<b>29</b>

**6. QUALIFICATIONS:**

The Consultant/Consulting Firm must have the following minimum qualifications:

1. Seven years of professional and technical experience in Quilting machine commissioning;
2. Familiarity with Quilting Machine make & model MTS Proto 30U4-42 No 92 3542, Machine head Pfalt, Moor Specs- Servo dynamics, 818 700 8600 , Manufactured by SEM, London, England
3. Demonstrated ability to deliver training;
4. Ability to communicate fluently in the English language.
5. Excellent written and oral presentation skills.
6. Must meet EU/ACP Origin and Nationality Rules.

**6. ESTIMATED PERIOD OF PERFORMANCE:**

The estimated period of performance is June 30<sup>th</sup> to August 31<sup>st</sup> 2010.

**7. SUBMISSION DATE:**

Quotations must be received before 4.30 PM Eastern Caribbean Time on Wednesday 12<sup>th</sup> May 2010. Please submit the quotation in both hard and soft copy to:

Karen Fowell  
The Competitive Through Linkages Project  
St Lucia Chamber of Commerce, Industry & Agriculture  
P. O. Box 482, Castries, St Lucia  
[kfowell@stluciachamber.org](mailto:kfowell@stluciachamber.org)

Quotations submitted by individuals must be accompanied by their CV.

## **8. TERMS OF THE BID**

This is a RFQ only, and in no way obligates the CTL Project to either award a subcontract or pay for any cost incurred by the applicant for expenses incurred in submitting a quotation.

Offer must remain valid for not less than ninety (90) calendar days after the offer deadline.

Any additional information or clarification relating to this RFQ may be submitted via email to Karen Fowell at [kfowell@stluciachamber.org](mailto:kfowell@stluciachamber.org)