



The St. Lucia Chamber Of Commerce Industry & Agriculture

Serving Members and the Community since 1884

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COMPETITIVENESS THROUGH LINKAGES SCOPE OF WORK REF – 25 REQUEST FOR QUOTATIONS (RFQ) - 15

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 1964 and is a leading manufacturer of ice cream and other ice cream products. Facilitated by a staff compliment of 55 persons its product lines include more than 30 milk based ice cream flavors, novelties, soberts, fat free, natural, fruit, and frozen yogurts. The Clients buyers include major hotels, supermarkets, other

retail outlets and 15 ice cream cart vendors. These ice cream cart vendors are presently located in the north of the island. The Client faces numerous challenges in respect to sustaining sales.

The Client has been using the ice cream carts as a vehicle to reach and generate opportunistic sales from pedestrians. The carts are loaned to vendors who use them to sell only the Clients products. The CTL project has confirmed that the current fleet of carts needs to be replaced. The vendors have indicated that the present cart design; (1) does not allow multiple varieties of products to be stocked and sold;(2) does not maintain product quality for long periods, and (3) are not easy to maneuver. The Client has also received numerous requests from unemployed persons interested in participation in the ice cream cart vending program.

The Client has requested the CTL project assistance to help re-design and construct 25 new ice cream vending carts for distribution to its current vendors and to 10 new vendors to take advantage of the opportunities to increase its sales.

3. OBJECTIVE AND TASKS:

The objective of this Scope of Work is to design and build 25 ice cream vending carts as required by the Client. The Consultant/Consulting firm will work in collaboration with the CTL Business Advisor and other members of the CTL team to undertake 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. Identify and agree on all the relevant and design concepts for the production of the ice cream vending carts;
3. Design and present 2 ice cream vending carts options for the Client's approval;
4. Identify and agree on the material inputs suitable for the production of the ice cream vending carts;
5. Obtain approval from the Client for the design and material options selected;
6. Upon receipt of approval build and produce 25 ice cream vending carts;
7. Prepare and present a report on the tasks undertaken with respect of 1. -6. above.

4. DELIVERABLES:

The Consultant shall be responsible for the following deliverables:

1. One Client approved final design and material option ;
2. Twenty five (25) ice cream vending carts that meet the Client's approval;
3. A final report (of 4 – 6 pages in electronic and hard copy format) on the tasks; undertaken within this Scope of Work to include the deliverables at 1 and 2 above

5. REPORTING:

While in Saint Lucia, the Consultant will report directly to Karen Fowell, Business Advisor or any successor appointed by CTL. The Business Advisor is responsible for monitoring the Consultant's performance under this SoW.

6. LEVEL OF EFFORT:

The level of effort available for this consultancy is 108 days; an illustrative LOE breakdown is included in the table below:

Activity	Days
Meet with the Client to agree on the task and objectives to be undertaken	1
Identify & agree on all the relevant inputs, including material inputs	3
Design and Present 2 options	10
Obtain approval of design presented	1
Produce 25 ice cream carts	90
Prepare and Present final report	3
Total	108

7. QUALIFICATIONS:

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

1. Ten (10) years proven experience in the creative design industry;
2. Five years experience in Restoration Architecture;
3. Familiarity with all functional and technical aspects of producing ice cream vending carts;
4. Demonstrate the ability to produce vending carts;
5. Ability to communicate fluently in the English language;
6. Excellent writing and oral presentation skills.
7. Must meet EU/ACP Origin and Nationality Rules.

8. ESTIMATED PERIOD OF PERFORMANCE:

The estimated period of performance is May 30th to October 30th 2010.

9. SUBMISSION DATE:

Quotations must be received before 4.30 PM Eastern Caribbean Time on Friday July 16th 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

Quotations submitted by individuals must be accompanied by their CV.

10. 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