



# 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 – #37 REQUEST FOR QUOTATIONS (RFQ) – RFQ #19

### 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 formed in 1972 and employs 60 persons. The Client is one of the leading distilleries in the Caribbean producing some of the finest quality rum based products.

The Client, thirty seven years after the commencement of its operations, has grown from producing single-label mass-market rum to a portfolio of premium rums, and liqueurs. Today, the Client boasts a range of over 25 rum and alcohol related products which have performed exceptionally well in the local, regional and international markets and has won honors at international competitions.

The Client's production output in 2007 declined owing to a fire that destroyed significant portions of its production plant and production systems. As a result the Client experienced a reduction in sales with export sales now accounting for only 3% of total sales. The Client, in order to return to previous levels of production, maintain product quality as required by the buyers and to ensure compliance with international standards, needs to replace some of the production systems that specifically a chill filtration system to meet the requirements of the foreign buyers.

The Client has indicated an interest in improving its export sales performance but is constrained by the absence of an appropriately functioning chill filtration system. Chill filtration is an industrial process designed to remove esters in alcohol based products which could form hazes and deposits when stored at low temperature. At present the composition of the Client's products results in the separation of liquids in cold temperatures (similar to that of temperate countries) giving the product a cloudy appearance. It is this appearance which gives buyers the perception of a poor quality product. Buyers in the export market demand the product composition remain consistent regardless of the temperature. The Client wishes to meet the buyers' requirements but lacks expertise to install and commission a new system as per the specific design requirements.

The Client has therefore requested the CTL project's assistance to install and commission the chill filtration system to ensure the quality of product required by the export market is met.

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

The Objective of this Scope of Work is to install and commission a chill filtration system that meets the approved design requirements of the Clients. 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, to include the approved designs;
2. Develop and confirm schedules and timelines for the installation and commissioning of the system;
3. Upon confirmation of schedules install and commission the chill filtration system;
4. Carryout system test to identify any deficiencies, faults etc and take remedial action(s) where applicable;
5. Develop a maintenance manual for system maintenance to aid in the smooth and continuous operation of the system;
6. Obtain Client approval for the commissioned system;
7. Prepare and present a report on the tasks undertaken with respect to 1 thru' 5 above.

#### **4. DELIVERABLES:**

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

1. Chill filtration system installed and commissioned as specified in the approved design;
2. Maintenance manual for system maintenance;
3. An edited report of 10 – 15 pages in electronic and hard copy format on the task undertaken within this Scope of Work to include the deliverable.

#### **5. QUALIFICATIONS:**

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

1. Seven years of professional and technical experience in installing and commissioning Chill filtration systems;
2. Familiarity with installation requirements for distillery chill filtration system;
3. Ability to communicate fluently in the English language;
4. Excellent writing and oral presentation skills.
5. Must meet EU/ACP Origin and Nationality Rules.

#### **6. ESTIMATED PERIOD OF PERFORMANCE:**

The estimated period of performance is September 31<sup>st</sup> to December 15<sup>th</sup> 2010.

#### **7. SUBMISSION DATE:**

Quotations must be received before 4.30 PM Eastern Caribbean Time on Friday, July 16<sup>th</sup> 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)