

Government of Saint Lucia
Department of the Public Service
REQUEST FOR PROPOSALS (RFP)
(Consulting Services – Quality-Based Selection)

Public Procurement Contract Name: Consultancy for the Design and Implementation of the Saint Lucia National Electronic Single Window

Public Procurement Contract Reference No.: 22013058-RFP-NTLP01-2025/2026

Procuring Entity: Department of the Public Service

Date of Issue: November 28, 2025

The Department of the Public Service invites eligible consulting firms to submit proposals for the Design and Implementation of the Saint Lucia National Electronic Single Window (NESW). This assignment aims to modernize and integrate national systems that support trade facilitation, streamline government processes, and enhance the efficiency, transparency, and interoperability of border and licensing agencies.

This procurement is conducted in accordance with the Public Procurement and Asset Disposal Act, Cap. 15:10 of the Revised Laws of Saint Lucia.

The consulting services (“the Services”) comprise the design, development, and implementation of a fully functional National Electronic Single Window platform, covering (but not limited to):

- Comprehensive assessment of existing trade-related systems and processes;
- System architecture design for an NESW in accordance with international best practices;
- Development and deployment of the NESW solution;
- Integration with relevant government agencies and authorities;
- Business process re-engineering and workflow automation;
- ICT security, data management, and interoperability frameworks;
- Change management, training, and capacity-building for end users;
- Development of technical documentation, operational manuals, and sustainability plans.

Further details are provided in Section VI – Terms of Reference of the RFP.

The Procuring Entity will use the Quality-Based Selection (QBS) method. Under QBS, only the Technical Proposal is scored, and only the highest-ranked tenderer's Financial Proposal will be opened.

Eligible tenderers must satisfy the requirements of the Public Procurement and Asset Disposal Act and must demonstrate:

- Legal capacity to operate as a consulting firm;
- No insolvency, bankruptcy, litigation, or suspension;
- Compliance with tax and statutory obligations (local firms'/JV members);
- No conflict of interest;
- Proven qualifications, technical capacity, and professional expertise required for the assignment.

Documentary evidence required is listed under ITT Clause 6.1 & 6.2 of the RFP.

Tenderers must submit:

a) Technical Proposal (Full Technical Proposal)

Including, but not limited to:

- TECH-1 to TECH-6 forms;
- Company registration documents;
- Tax compliance (where applicable);
- CVs of Key Experts;
- Joint Venture agreements (if applicable);
- Conflict of interest declarations.

b) Financial Proposal

Submitted in a separate electronic envelope, in accordance with ITT requirements.

All proposals **shall be submitted electronically only** via the Government of Saint Lucia's Electronic Government Procurement System (e-GP):

Suppliers Portal:

<https://in-tendhost.co.uk/goslprocurement>

- All interested firms are required to register as suppliers on the Government of Saint Lucia's e-GP System in order to access the full tender package.
- Once registered, firms must select the "Opt-In" option for this specific procurement in order to receive notifications, access all procurement documents, and upload their proposals.

No hard-copy, email, or courier submissions will be accepted.

Deadline for Submission: 9:00 a.m. EST, Wednesday January 14, 2026. Late submissions will be automatically rejected by the e-GP system.

Requests for Clarification. All clarification requests must be submitted in writing to:

Director of Public Sector Modernization

Department of the Public Service

Bourbon Street, Castries

Email: marlon.narcisse@govt.lc, cc: slu.cardpt@gmail.com

Deadline for Clarifications: **midnight EST, Friday January 9, 2026**