



INTERNATIONAL BUSINESS COMPANIES REGISTRY (IBCR)  
MINISTRY OF FINANCE

**Request for Expression of Interest for Consultancy Services  
(Firm Selection)**

**Selection Method:** Competitive (firm) Selection

**Country:** Belize

**Client:** Ministry of Finance – International Business Companies Registry of Belize (IBCR), Government of Belize

**Project Name:** Development of a Management Information System for the IBCR

**Project Purpose:** Digitize and modernize the registry of International Business Companies' Processes

**Consultancy**

- I. Integrate the digital processes amongst key entities to ensure connectivity and data sharing incorporating systems integrated solutions such as API; and,
- II. Create a front-end system for real time online services to the public. Also, it acquires a web-based solution that facilitates all functions of the Registries, integration of all users/entities/sub-entities and streamlines or standardizes their processes along a modular system to allow for future integration and growth.
- III. The Consulting Firm should incorporate the design specification, system configuration, customization, quality assurance and change management requirements.
- IV. Conduct training, and develop an operational manual, and monitor short term outputs during the life of the consultancy.

The detailed terms of reference for the consultancy can be requested from [santiago.gonzalez@ibcbelize.com](mailto:santiago.gonzalez@ibcbelize.com).

The Government of Belize/Ministry of Finance now invites all eligible consulting firms to indicate their interest in providing the services. In submitting its **Expression of Interest**, a firm should provide information demonstrating that it has the required and relevant experience to perform the Services.

**The shortlisting criteria are:**

1. The firm's experience in conducting similar assignments.
2. Experience (minimum of 5 years) in the successful development and deployment of technological system integration.
3. The firm's long-term technical and financial viability
4. The Lead Consultant should possess at least a master's degree in Computer Science or a related field. Junior Consultants should possess at least a bachelor's Degree in computer science or a related field. In the case of a joint venture, the qualification of one member may satisfy the requirements even where the other members would not so do.
5. Familiarity with technological capabilities in Latin America and the Caribbean. Proven project work at international, national and/or national/local levels is an asset.

Interested consulting firms must provide information establishing that they are qualified to perform the services (brochures, description of similar assignments, experience in similar conditions, availability of appropriate skills among staff, etc.).

Expressions of interest must be submitted to the Deputy Registrar of the International Business Companies Registries by January 31st, 2019 at 12:00am Central Standard Time at: [santiago.gonzalez@ibcbelize.com](mailto:santiago.gonzalez@ibcbelize.com) and copied to [nilda.riverol@ifsc.gov.bz](mailto:nilda.riverol@ifsc.gov.bz).

The Government of Belize shall not be bound to defray any costs incurred by applicants in preparing and submitting statements of capability.

**Government of Belize**

**Department: International Business Companies Registry of Belize**

*Attention: Santiago Gonzalez – Project Team Leader*