



Organización de los Estados Americanos
Organização dos Estados Americanos
Organisation des Etats Américains
Organization of American States

DSD/D

May 1, 2009

Ref.: Caribbean Emergency Legislation Project

To Prospective Bidders:

The General Secretariat of the Organization of American States (GS/OAS), a public international organization with headquarters in Washington, D.C., USA, through its Department of Sustainable Development (DSD) and with the support of the International Bank for Reconstruction and Development (World Bank), is soliciting proposals from qualified consulting firms and/or natural individuals to conduct technical studies of legal and institutional frameworks related to state of emergency and appropriation powers in the Dominican Republic and eleven CARICOM countries: Antigua and Barbuda, Barbados, Belize, Dominica, Grenada, Haiti, Jamaica, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, and Trinidad and Tobago. The objective of the studies is to provide a set of recommendations for the implementation of clear and transparent procedures for natural disaster response in the Caribbean.

You are invited to participate in the bidding process pursuant to the attached Requests for Proposals ("RFPs"). Only bid proposals that comply with the terms of this invitation and the RFPs will be considered. The proposal must state that it is valid for at least thirty (30) days as of the closing date of the RFP.

The GS/OAS by this solicitation does not commit itself to pay any costs that may be incurred by bidders in the preparation or submission of bids. All bid proposals received will be analyzed, evaluated, and ranked according to the criteria established in the RFPs.

The Package containing your bid proposal must be labeled: **GS/OAS – CARIBBEAN EMERGENCY LEGISLATION PROJECT/ Activity: _____**, along with the bidder's name for identification purposes.

The Package shall be delivered by mail to:

The General Secretariat of the Organization of American States
Department of Sustainable Development
Attn: Claudia de Windt Suite: 715
Environmental Law, Policy and Good Governance Division
1889 F Street, N.W.
Washington, D.C. 20006, USA

Organization of American States
17th Street & Constitution Ave. N.W.
Washington, DC 20006-4499

Alternatively, proposals may also be sent electronically in PDF format to the attention of Ms. Claudia de Windt at cdewindt@oas.org with copy to Ms. Michelle-Ann Williams at mwilliams@oas.org. The subject of the email should be: Proposal – CELP/Activity: _____.

All bid proposals must be received by the GS/OAS no later than **5:30 pm EST on May 30, 2009**. Late responses will not be accepted.

Please note that the GS/OAS reserves the right to reject any or all bid proposals, and to award partial bids. Incomplete bids will not be considered. The GS/OAS further reserves the right to accept the lowest bid proposal without additional written or oral negotiations with other bidders.

We believe that this letter and its attachments provide you with the general specifications and related information necessary for you to submit a proposal. However, in the event that you desire additional information and/or clarification, please send your enquiries to cdewindt@oas.org with copy to mwilliams@oas.org or via fax at (202) 458-3560 / (202) 458-3168.

We look forward to receiving your proposal.

Sincerely yours,



Claudia de Windt

Chief of the Environmental Law, Policy and Good Governance Division
Department of Sustainable Development

Attachment: Requests for Proposals