

**THE MINISTRY OF FINANCE, TOURISM &
DEVELOPMENT**

Cayman Islands Government

Invitation to Tender Qualifications

Tender No.: _____

For: Ongoing consultancy services on policy matters relating to the financial services industry and to provide economic advisory services.

Client Agency: Cayman Islands Government

Publication Date: 19th November 2009

INVITATION TO TENDER

The Ministry of Finance, Tourism and Development (the “Ministry”) invites eligible respondents to submit qualifications to serve as an ongoing external consultant to the Ministry on policy matters relating to the financial services industry and to provide economic advisory services. The preference is to consider a qualified respondent that has a thorough understanding of the Cayman Islands economy and the financial services industry and who can serve as a key liaison between the industry and the Ministry.

SERVICES REQUESTED

The services required include:

- conduct research and provide updates on international regulatory, taxation and other relevant initiatives which may have an impact on the Cayman Islands financial services industry;
- provide ongoing support to the Ministry on policy matters relating to the financial services industry and the Cayman Islands economy;
- assist with speech writing on technical matters relating to the financial services industry and the economy;
- provide support to the Ministry at relevant industry meetings; and
- any other work of a policy nature as requested by the Ministry.

Details on the above criteria are outlined in the Request for Qualifications section of this invitation.

EVALUATION CRITERIA

Respondents will be evaluated based on the following criteria:

- A. COMPREHENSIVE KNOWLEDGE OF THE FINANCIAL SERVICES INDUSTRY.**
- B. PROVEN EXPERIENCE DEALING WITH POLICY ISSUES RELATING TO THE FINANCIAL SECTOR AND THE ECONOMY.**
- C. DIRECT EXPERIENCE IN STRATEGIC PLANNING ON EITHER THE WIDER ECONOMY OR THE FINANCIAL SERVICES INDUSTRY.**
- D. QUALIFICATIONS RELATING TO FINANCE, ECONOMICS, OR RELATED FIELDS**
- E. EXPERIENCE DEALING WITH INTERNATIONAL REGULATORY OR TAX MATTERS.**

INSTRUCTIONS TO TENDERERS

Responses to this invitation should be submitted to the Secretary of the Departmental Tenders Committee, Office of the Financial Secretary, Ministry of Finance, Government Administration Building, 71A Elgin Avenue, George Town, Grand Cayman KY1-9000 on Monday, November 30th, 2009 by 12:00 noon. **Late submissions will not be considered.**

The Cayman Islands Government (CIG) shall not be bound to assign any reason for not accepting any bid and will not defray any costs incurred by applicants. This contract will be awarded subject to all applicable Cayman Islands laws.

1. The date, time, and place for return of tenders are as follows: Monday, November 30th, 2009, 12:00 noon, 4th Floor Government Administration Building, 71A Elgin Avenue, George Town, Grand Cayman KY1-9000.
2. Incomplete submissions will not be considered.
3. The Cayman Islands Government is not liable for any expense whatsoever incurred by respondents, their agents, or representatives in the preparation of the Tender nor for any other costs whatsoever entailed in any negotiations in the acceptance of a Tender or otherwise.
4. Any general queries or uncertainties on interpretation arising from the tender documents should be brought to the attention of the Cayman Islands Government or consultant inviting tenders (preferably by fax) at the earliest opportunity and **WELL BEFORE THE DATE FOR THE RETURN OF TENDERS.**
5. Three copies of tenders are to be submitted in a sealed envelope clearly marked "Tender Document – Ref: Financial Services Consultancy".
6. Respondents will be notified in writing by the CIG with the name of the respondent whose tender will be accepted within three (3) days of the above submission date.
7. Within two (2) days of notification of the accepted tender, the CIG will begin negotiations for a contract agreement with the successful respondent.

REQUEST FOR QUALIFICATIONS

Submit information in the order listed below. Include only the information requested or directly related to the requested information in each section. If you feel additional information is necessary to support your qualifications you may include it at the end of the required information within each section.

QUALIFICATIONS OF RESPONDENTS

Respondents will be evaluated based on the following qualifications:

1. Introduction (5 points)

- a. Provide a cover letter or executive summary indicating Respondent's interest and philosophy in providing the requested services.
- b. Provide a single point of contact and contact information.

2. Background (20 points)

Qualified Respondents must demonstrate the ability to provide and coordinate all essential elements of service delivery outlined in this tender.

- a. Give background details [on Respondent].
- b. Outline qualifications and other credentials.
- c. Provide specific examples of work carried out in the past.
- d. Provide a résumé.

3. Respondents' Experience and Qualifications (20 points)

Qualified Respondents must demonstrate their qualifications, experience and ability to provide the services listed in this document. This should include meaningful experience providing economic advisory services and a good understanding of the policy issues relating to the financial services industry, as well as direct experience in dealing with international regulatory or tax matters.

4. References (5 points)

Provide no less than two (2) professional references.