
SPECIFIC PROCUREMENT NOTICE (Goods)

Request for Bids (RFB)

Date of Publication: 23 September 2026

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Institution: Inter-American Development Bank

Executing Agency: Ministry Of Education, Technological And Vocational Training

Country: Barbados

Project: Skills For The Future Ii: Digital Transformation For Inclusive And Quality Education

Operation or Grant Number: BA-L1053

Loan Contract Number: 5728/OC-BA

Title of the Request for Bids: Digitisation And Data Entry Of Hr Records

Procurement Process Number: BA-L1053-P00056

Sector: Education

1. This invitation for Bids (IFB) is issued following the publication of the General Procurement Notice (GPN) for this project, which was published on the Inter-American Development Bank's website under publication number STF RFP #4.2.1 on 23 September 2026.
2. Barbados has received financing from the Inter-American Development Bank (IDB) to partially finance the cost of the Skills For The Future Ii: Digital Transformation For Inclusive And Quality Education and intends to apply part of the proceeds to payments under the Contract detailed in this Request for Bids.
3. The Ministry Of Education, Technological And Vocational Training invites eligible bidders to submit sealed bids for THE DIGITALIZATION OF HUMAN RESOURCES RECORDS AT THE MINISTRY OF EDUCATION TRANSFORMATION (MEdT).
4. The Request for Bids (RFB) will be conducted through the International Competitive Bidding process as specified in the [Inter-American Development Bank's Procurement Policies for the Procurement of Goods and Works](#) (applicable edition according to the Loan Contract) and is open to all bidders from eligible countries, as defined in the Bidding Documents.
5. The qualification requirements include

Criteria	Points
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Specific experience of the Consultants relevant to the assignment	20
i. Firm has a minimum of five (5) years of organizational experience in the provision of records and document digitalization. - 10 points	
i. Demonstrated experience implementing at least three (3) digitalization systems similar in nature to the system referenced in the Scope of Services - 10 points	
Technical approach and methodology i. Proposed methodology covering document preparation, scanning, OCR processing, quality control, indexing, physical records management and SharePoint upload.-The methodology should also explain how confidentiality, chain of custody and secure handling of HR records will be maintained. – 15 points ii. Description of QC procedures to be applied at each stage including image quality, completeness, correct orientation, OCR output, indexing/metadata accuracy and verification of successful SharePoint upload. – 10 points iii. Description of OCR technology to be used and how it will address handwritten content. – 10 points iv. Equipment list, including make/model and throughput capacity of all scanners to be deployed. – 5 points	40
Proposed Work Plan showing the sequence of activities, staffing and equipment deployment, estimated production rates, key milestones, quality-control activities and the proposed schedule for achieving 25%, 50%, 75% and 100% completion within the required contract period.	10
Staffing K1 - Project Manager (PM) 10 points Role: Serves as the primary point of contact for the PCU and MIS Manager. Oversees timeline execution, drafts the Inception Plan and Fortnightly Progress Reports, and manages the project's risk/issue logs. Qualifications: Bachelor's Degree in Project	30

Management, Business Administration, Information Management, or a related field. PMP or PRINCE2 certification is highly desirable.

Experience: Minimum 5 years of experience managing IT or records digitalization projects. Proven experience drafting institutional work plans and managing government/public sector client relations.

Systems Engineer / SharePoint Specialist 10 points

Role: Configures the OCR solution (ensuring handwriting recognition capabilities) and collaborates with the MIS Manager to design the metadata schema. Handles bulk uploads, folder structure architecture, and search optimization within SharePoint DMS.

The Specialist shall also support the development of metadata in a manner that facilitates future interoperability, where appropriate, with authorized, Ministry systems such as HR, payroll and EMIS.

Qualifications: Degree in Computer Science, Information Technology, or Software Engineering. Relevant Microsoft 365 and or SharePoint certification is desirable.

Experience: 3–5 years configuring SharePoint Document Management Systems. Demonstrated experience with advanced OCR software deployment (e.g., ABBYY FineReader, Kofax, or Adobe Acrobat Enterprise) and bulk data migration pipelines.

Quality Control (QC) & Indexing Supervisor 5 points

Role: Enforces the QC methodology outlined in the Inception Plan. Audits scanned outputs for 300 DPI clarity, correct orientation, completeness, OCR output, indexing and metadata accuracy before approving files for SharePoint upload.

Qualifications: Training or certification in Quality Management, Records Management, or Library/Information Science or a related discipline is desirable.

Experience: 3+ years in a supervisory role within a data entry, archiving, or digitalization environment. High proficiency in auditing OCR searchability and complex file indexation schemas.

Operations Lead (Physical Records Logistics) 5 points

Role: Owns the "chain of custody" protocol. Responsible for the secure, documented retrieval of physical HR files from filing cabinets, overseeing document preparation, and ensuring files are returned in exact order.

Qualifications: Diploma or training in Archive

Administration, Information Management, Records Management, or Logistics. Experience: 2–3 years managing physical file inventories, preferably sensitive HR or institutional records. Strong understanding of handling fragile, faded, or damaged documents.	
Total	100

A Margin of Preference for national contractors or joint ventures will be granted. Further details are provided in the Bidding Document. In this process, Negotiation will be applied.

6. Interested bidders may obtain a complete set of Bidding Documents in English by submitting a written request to the address provided at the end of this notice. The Bidding Document will be delivered via 4. Interested and eligible bidders may obtain the Bidding Documents and any further information from the Government's e-procurement portal at <https://gov-bb.bonfirehub.com/login/>. Firms must first register on the portal to submit their proposals. Detailed instructions for registration are available at: <https://procure.gov.bb/home>.
7. Bids must be delivered to the address specified below no later than 04 November 2026 at 11:30 PM. Electronic submissions will be permitted. Late bids will be rejected.
8. Bids will be opened physically and electronically in the presence of bidders' representatives who wish to attend in person or online, at the address indicated below on 05 November 2026 at 09:00 AM.
9. All bids must be accompanied by a bid security declaration.
10. The address for bid submission and opening, The Government Procurement Department, Fontabelle, BRIDGETOWN, Saint Michael, Barbados: A Zoom Meeting Invitation will be forwarded to bidders. The opening time will be confirmed at a later date and communicated accordingly.. Address for obtaining additional information or requesting the procurement documents: Ministry of Education Transformation, Elsie Payne Complex, Constitution Road, St. Michael, Barbados. Attn:Programme Coordinator, Email: info.sftf2@mes.gov.bb.

Address: Ministry of Education Transformation, Elsie Payne Complex, Constitution Road, St. Michael, Barbados

Executing Agency: MINISTRY OF EDUCATION TRANSFORMATION

Attn: PROGRAMME COORDINATOR

Email: info.sftf2@mes.gov.bb

Website: mes.gov.bb