



INVITATION TO QUOTE

Date: 3rd of July 2026

Project Title: **Enterprise Support Project (ESP)**

Source of Funding: **Grant No. P168549**

Contract Ref: **SX-NRPB-551800-NC-RFQ**

1. This project is financed by the World Bank through the above grant. The Sint Maarten National Recovery Program Bureau (NRPB) invites sealed quotations from eligible bidders for the provision of a **Graphic Designer**.

2. A complete set of Request for Quotations (RFQ) documents in English is provided to interested eligible bidders upon the submission of a written application through the Bonfire website at the following link (strongly recommended):

<https://nrpbxml.bonfirehub.com/projects/243259/details>

or to the address below.

3. Quotations must be delivered to the address below or sent through email **on or before July 24th, 2026**, at 17:00 ATS (local time). Late quotations may be rejected.

5. The address referred to above is:

National Recovery Program Bureau
No. 57 Walter J.A. Nisbeth Road
Philipsburg, Sint Maarten
Attn: **Santiago IBARGUEN**
E-mail: procurement@nrpbxml.org



REQUEST FOR QUOTATIONS (RFQ)

Date: 29th of June 2026.

Project Title: **Enterprise Support Project (ESP)**

Source of Funding: **Grant No. P168549**

Contract Name: ***Graphic Designer***

Contract Ref: **SX-NRPB-551800-NC-RFQ**

Dear Service Provider,

1. You are invited to submit your price quotation(s) for the ***Graphic Designer*** (Services) as per the attached Service specifications.
2. A contract will be awarded to the Service Provider offering the lowest evaluated total price, if substantially responsive to the technical specifications.
3. Your price quotation in the forms attached (Annexes 1, 3 and 4) may be submitted either through the Bonfire website (recommended) or electronically at the following address:

***National Recovery Program Bureau
No. 57 Walter J.A. Nisbeth Road
Philipsburg, Sint Maarten
Attn: Santiago IBARGUEN
Telephone: +1 721-542-8887
E-mail address: procurement@nrpbxm.org***

4. The deadline for receipt of your quotation(s) by the Purchaser at the address indicated in above Paragraph 3 is **on or before 24th of July 2026**, at 17:00 pm AST (local time).
5. Your quotation in English language should be accompanied by adequate technical documentation and other printed material or pertinent information for the quoted Services.
6. Your quotation should be submitted as per the following instructions and in accordance with the attached Contract. The attached Terms and Conditions of Service is an integral part of the Contract.
7. **PRICES**: Prices shall be quoted on an all-inclusive basis and shall cover all Service Provider's obligations to meet the Service requirements stipulated in this RFQ.
8. **EVALUATION OF QUOTATIONS**: Quotations determined to be substantially responsive to the Service specifications will be evaluated by comparison of the total all-inclusive price of Services.



In evaluating the quotations, the Purchaser will determine for each quotation the evaluated price by adjusting the price quotation by making any correction for any arithmetical errors as follows:

- a) where there is a discrepancy between amounts in figures and in words, the amount in words will govern;
 - b) where there is a discrepancy between the unit rate and the line-item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern;
 - c) if a Service Provider refuses to accept the correction, his quotation will be rejected.
9. **AWARD OF CONTRACT:** The award will be made to the Service Provider offering the lowest evaluated price and providing Services which are substantially responsive to the Service specifications. The successful bidder will sign a Contract as per attached form of contract and terms and conditions of Service.
10. **VALIDITY OF THE OFFER:** Your quotation should be valid for a period of ninety (90) days from the deadline for receipt of quotations indicated in Paragraph 4 of this RFQ.
11. Further information can be obtained from:

***National Recovery Program Bureau
No. 57 Walter J.A. Nisbeth Road
Philipsburg , Sint Maarten***
Name of contact person: ***Santiago Ibarguen***
Telephone: ***+1 721-542-8887***
E-mail: procurement@nrpbsxm.org



ATTACHMENT 1
SERVICE SPECIFICATIONS

Graphic Designer
(Visual Design & Desktop Publishing)

Client: *National Recovery Program Bureau (NRPB)*

Country: *Sint Maarten*

Issued on: *April 2026*

1. Background

The National Recovery Program Bureau's (NRPB) Enterprise Support Project (ESP) is tasked with visually conveying the impact and progress of its projects to key stakeholders and the public. As the Enterprise Support Project (ESP) approaches conclusion, the NRPB is producing two publications: the ESP Entrepreneur Guide and the ESP Policy Recommendations for Government. To support this work, the NRPB seeks to engage a qualified graphic designer to deliver two distinct but complementary services: graphic design (visual assets and communication materials) and desktop publishing (book layout and typesetting for the two publications).

2. Objective

The service required is to provide professional graphic design and desktop publishing services to support NRPB's ESP publication and communication needs over a defined period, with potential for extension based on project needs.

3. Scope of Work

The service provider will deliver two distinct workstreams:

3a. Graphic Design (Visual Assets)

This workstream covers the creation of original visual content for use across the two publications and NRPB's communication channels, including but not limited to:

- Infographics illustrating key program processes, data, and outcomes.
- Visual explainers for key topics.
- Icons and supporting illustrations for the sections of both publications.
- Designing all materials in adherence with NRPB's branding guidelines.
- Collaborating with the ESP team to revise designs based on feedback.

3b. Desktop Publishing (Book Layout & Typesetting)

This workstream covers the full design, layout, and typesetting of the two ESP publications, making them visually compelling and ready for print and digital distribution:

- Designing the overall look and feel of each publication, including cover design, chapter layouts, page templates, and typography, in close coordination with the ESP Team & Editor.
- Advising on the placement of text, images, infographics, callout boxes, and other visual elements to maximize readability and visual impact.



- Integrating edited text, photographs (supplied by the photographer), and graphic assets into the final page layouts.
- Producing print-ready files (PDF/X) and digital-optimized versions of both publications.
- Delivering all source files (e.g., Adobe InDesign) to NRPB upon completion for long-term archiving and future updates.

4. Deliverables & Turnaround Times

The service provider will provide the following:

- An initial design concept for approval, with revisions as required to align with ESP's needs.
- Print-ready and digital-friendly versions of all deliverables.
- Source files for each project (e.g., Adobe Illustrator, Photoshop, InDesign).
- Organized and accessible file management for handover to ESP/NRPB.
- Adherence to the expected turnaround times:

Deliverables	Expected Turnaround Time / Notes	Amount	Unit Rate (US\$)
1. Infographics (Process or data visualization)	5 business days each Each infographic is delivered in 3 formats: print ready (PDF), digital (PNG/JPG), and web-optimized	10 graphics	
2. Graphic visuals for posters & banners	5 business days each Delivered in print-ready and digital formats; dimensions to be agreed per request	3 graphics for posters/ banners	
3. Desktop publishing for the layout of ESP Entrepreneur Guide (print-ready + digital)	To be agreed in work plan Includes cover, interior pages, and all integrated graphics; delivered as print-ready PDF and digital PDF	1 layout	
4. Desktop publishing for the layout of ESP Policy Recommendations Document (print + digital)	To be agreed in work plan Includes cover, interior pages, and all integrated graphics; delivered as print-ready PDF and digital PDF	1 layout	
5. Chapter/section page templates (both publications)	To be agreed in work plan Reusable InDesign templates for chapter openers, section dividers, and standard body pages	1 set = 1 template per chapter/section type, estimated 4-6 types	
6. Callout box & highlight graphic templates (both publications)	To be agreed in work plan Reusable templates for pull quotes, key figures, lesson learned boxes, and similar recurring elements; estimated 4-6 template types.	1 set = estimated 4-6 template types	



- Turnaround times are measured from the time the consultant receives all necessary content and approvals from the Communications Department.
- Minor revisions should be completed within 5 business days after receiving feedback.

If a project requires urgent delivery, the service provider should indicate whether expedited services are available.

5. Duration and Time Commitment

The period for the service is four months, with the possibility of an extension based on performance and project needs.

6. Reporting and Coordination

The service provider will report to the ESP Team and coordinate primarily through email, phone calls, or virtual meetings (in person meetings also available/possible). For the desktop publishing workstream, the service provider will also coordinate with the engaged editor to ensure text and layout changes are aligned.

7. Qualifications and Experience (international)

The following qualifications and experience are required:

- Minimum 3 (three) years of professional experience in graphic design and desktop publishing, with a portfolio of at least 1 (one) long-form publications (e.g., books, reports, or program publications) laid out for both print and digital distribution.
- Proficiency in Adobe Creative Suite (Illustrator, Photoshop, InDesign).
- Demonstrated experience with typography, layout design, and visual communication for both print and digital formats, evidenced by portfolio samples submitted with the quotation.
- At least 2 portfolio samples of comparable completed editorial projects.

8. Payment Terms

Payment is based on completed and approved deliverables as described in Section 4, and will be made as follows:

- 50% upon delivery and approval of all graphic design deliverables (infographics, posters, and banners)
- 50% upon delivery and approval of all desktop publishing deliverables (full layouts, templates, and call-out box templates for both publications)

Payment will be made no later than 28 calendar days after submitting an approved invoice to the Client's Representative.

9. Evaluation Criteria

Submissions will be evaluated based on:

- Quality and relevance of portfolio.
- Experience and qualifications relevant to the scope of work.
- Price.

ATTACHMENT 2 TO THIS RFQ

**TAX ADMINISTRATION SINT MAARTEN
INSPECTORATE**



Tax Administration
Belastingdienst

NRPB
T.a.v. BakerTilly
Goldfinch Road 11
Pointe Blanche
St. Maarten

Verzonden per e-mail:
servoort@bakertilly.nl

Your identifying mark:

Your letter of:
06-jul-2020

Our identifying mark:
MA/BRF/101/2020

Dial direct number:
1252

Date:
22-Jul-2020

Onderwerp: Verzoek voor een ruling betreffende een vrijstelling van de Belasting op bedrijfsomzetten voor goederen en diensten verricht met fondsen uit het Wereldbank trust fonds

Geachte heer Tervoort,

Naar aanleiding van uw ruling verzoek d.d. 6 juli 2020, ter inspectie binnengekomen op 7 juli 2020 betreffende de vrijstelling van belasting op bedrijfsomzetten zoals opgenomen in artikel 8 lid 11 van de Landsverordening Belasting op Bedrijfsomzetten 1997 (AB 2013, GT 155) (hierna: LBBO), informeer ik u als volgt.

Uit uw rulingsverzoek blijkt dat het prestaties betreffen voor projecten die voor rekening komen van het 'Sint Maarten Recovery, Reconstruction and Resilience Trust Fund (hierna: trust fonds)' welke opgericht is en beheerd wordt door de Wereldbank en fondsen ontvangt van Nederland.

Een vrijstelling geldt -zo blijkt uit artikel 8 lid 11 LBBO- voor de bedrijfsomzet welke wordt gerealiseerd door de levering van goederen en het verrichten van diensten ten behoeve van projecten die in het kader van de onderlinge hulp voor rekening van Nederland, Curaçao of Aruba komen, dan wel ten behoeve van projecten die in het kader van ontwikkelingshulp ten laste van internationale organisaties komen.

Aan de toepassing van deze vrijstelling is bij ministeriële beschikking met algemene werking (Regeling vrijstelling belasting bedrijfsomzetten donorprojecten, PB 1999/104) een voorwaarde gesteld. Deze voorwaarde houdt in dat het recht op de vrijstelling als bedoeld in artikel 8, lid 11, van de LBBO door de ondernemer moet worden aangetoond middels overlegging van een verklaring aan de Inspecteur waaruit blijkt, dat het prestaties betreffen voor projecten die voor rekening komen van de in genoemd artikel lid bedoelde donoren.

De hiervoor genoemde ministeriële beschikking vermeldt niet op welke wijze de verklaring moet worden overlegd. Tijdens een gesprek dat heeft plaatsgevonden op 24 augustus 2018 met vertegenwoordigers van de NRPB is daarom afgesproken om per project ("grant agreement") aan te geven of er wordt voldaan aan de voorwaarden voor bovengenoemde vrijstelling.

Tijdens hetzelfde gesprek is duidelijk geworden dat alle fondsen voor de projecten van de Wereldbank giften zijn en worden ontvangen van Nederland. Op basis van bovenstaande informeer ik u daarom als volgt:

Voor wat betreft grant-agreement 'Sint Maarten Enterprise Support Project (Hierna: SMESP)' keur ik goed dat gebruik wordt gemaakt van de vrijstelling zoals opgenomen in artikel 8 lid 11 van de Landsverordening belasting op bedrijfsomzetten 1997 (AB 2013, GT 155).

Post address:	Tax Administration Sint Maarten, Inspectorate Unit P.O. Box 1026, Philipsburg, St. Maarten.
Visiting address:	Vineyardbuilding Buncamper road 33, Philipsburg, St. Maarten.
Openinghours:	08 00 – 15 00

Telephone: 54-2214354-25301/54-25304/54-23839
Fax: 54-22518
e-mail: TaxInfo@sintmaartengov.org



**TAX ADMINISTRATION SINT MAARTEN
INSPECTORATE**



Teneinde een werkbare/praktische uitwerking te geven aan bovenstaande, verzoek ik u zo spoedig mogelijk (uiterlijk twee weken) nadat alle (onder) aannemers voor bekend zijn, de Belastingdienst de volgende informatie te verstrekken:

- Overzicht van (onder) aannemers inclusief c/bouwnummers;
- Bedrag waarover de vrijstelling betrekking heeft per (onder) aannemer.
- Projectduur per grant agreement

Daarnaast dient elke (onder)aannemer aan te geven in de betreffende aangifte(n) welke bedrag onder de vrijstelling valt. Tevens dient een kopie van het contract tussen de wereldbank en de (onder) aannemer als bijlage worden toegevoegd.

Bovenstaande gegevens dienen aangeleverd te worden per e-mail bij mevr. Tina van Grinsven-Trinidad (Tina.vanGrinsven-Trinidad@sintmaartengov.org) en Marco Aalbers (marco.aalbers@sintmaartengov.org).

Wellicht ten overvloede wijs ik u er op dat deze ruling alleen van toepassing is op bovengenoemde trust fonds.

Hopende u hiermee voldoende geïnformeerd te hebben. Mocht u echter nog vragen hebben, neemt u dan gerust contact met ons op.

Hoogachtend,
Namens de Inspecteur

Marco Aalbers
(Marco.Aalbers@sintmaartengov.org)



Post address: Tax Administration Sint Maarten, Inspectorate Unit
P.O. Box 1026, Philipsburg, St. Maarten.
Visiting address: Vineyardbuilding
Buncamper road 33, Philipsburg, St. Maarten.
Openinghours: 08:00 – 15:00

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Fax: 54-22918
e-mail: TaxInfo@sintmaartengov.org



NRPB
NATIONAL RECOVERY
PROGRAM BUREAU





FORM OF CONTRACT

Project Title: Enterprise Support Project (ESP)

Source of Funding: Loan/Credit No. P172611

Contract Name: *Graphic Designer*

Contract Ref: SX-NRPB-551800-NC-RFQ

THIS AGREEMENT number _____ made on __ (day) __, __ (month) __, __ (year) __ between _____ (hereinafter called “the Purchaser”) on the one part and _____ (hereinafter called “the Service Provider”) on the other part.

WHEREAS the Purchaser has invited quotations for _____ (description of Services) to be supplied by Service Provider, viz. Contract _____, (hereinafter called “the Contract”) and has accepted the quotation by the Service Provider for the provision of Services under the Contract at the sum of _____ (_____) (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSES as follows:

1. The following documents shall be deemed to form and be read and construed as part of this agreement, viz:
 - a) This signed contract agreement;
 - b) Service Provider’s Quotation (including signed Form of Quotation, Terms and Conditions of Supply, Service Specifications, and signed Statement of Technical Compliance); and
 - c) Addendum (if applicable);
2. Taking into account payments to be made by the Purchaser to the Service Provider as hereinafter mentioned, the Service Provider hereby concludes an Agreement with the Purchaser to execute and complete the Contract and remedy any defects therein in conformity with the provisions of the Contract.
3. The Purchaser hereby covenants to pay in consideration of the Services and acceptance in accordance with the Contract and remedying of defects therein, the Contract Price in accordance with Payment Conditions prescribed by the Contract.
4. Applicable Law. The Contract shall be interpreted in accordance with the laws of the country of Sint Maarten.
5. Force-Majeure. The Service Provider shall not be liable for penalties or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force-Majeure.

For purposes of this clause, “Force-Majeure” means an event beyond the control of the Service Provider and not involving the Service Provider’s fault or negligence and not foreseeable.



Such events may include, but are not restricted to, act of Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

If a Force-Majeure situation arises, the Service Provider shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Service Provider shall continue to perform its obligations under the Contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by Force-Majeure event.

6. Resolution of Disputes. The Purchaser and the Service Provider shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute between them under or in connection with the Contract. In the case of a dispute between the Purchaser and the Service Provider, the dispute shall be settled in accordance with the country procedures of the Purchaser's country. The dispute shall be referred to jurisdiction at the Courts of Sint Maarten.
7. Failure to Perform. The Purchaser may cancel the Contract if the Service Provider fails to provide the Services in accordance with this Contract with a 14-day notice given by the Purchaser, without incurring any liability to the Service Provider.
8. Fraud and Corruption. If the Purchaser determines that the Service Provider and/or any of its personnel, or its agents, or its subcontractors, consultants, service providers, and/or their employees has engaged in corrupt, fraudulent, collusive, coercive or obstructive practices (as defined in the prevailing World Bank's sanctions procedures), in competing for or in executing the Contract, then the Purchaser may, after giving 14 days' notice to the Service Provider, terminate the Contract.

Inspections and Audits

9. The Service Provider shall carry out all instructions of the Purchaser which comply with the applicable laws where the destination is located.
10. The Service Provider shall permit, and shall cause its subcontractors and consultants to permit, the World Bank ("the Bank") and/or persons appointed by the Bank to inspect the Service Provider's offices and all accounts and records relating to the performance of the Contract and the submission of the bid, and to have such accounts and records audited by auditors appointed by the Bank if requested by the Bank. The Service Provider's and its subcontractors and consultants' attention is drawn to Clause 8 Fraud and Corruption, which provides, inter alia, that acts intended to materially impede the exercise of the Bank's inspection and audit rights constitute a prohibited practice subject to contract termination (as well as to a determination of ineligibility pursuant to the Bank's prevailing sanctions procedures).

Signature and seal of the Purchaser:

FOR AND ON BEHALF OF

Name of Authorized Representative

Signature and seal of the Service Provider:

FOR AND ON BEHALF OF

Name of Authorized Representative



ANNEX 1: TERMS AND CONDITIONS OF SERVICE

*[To be completed, signed and submitted by the Service Provider
as an attachment to the signed Form of Quotation]*

Project Name: Enterprise Support Project (ESP)

Purchaser: National Recovery Program Bureau

Contract Name: **Graphic Designer**

Contract Ref: SX-NRPB-551800-NC-RFQ

Price Schedule for Services

No.	Description of Services	Quantity (Months)	Unit Price	Total Price at final destination (includes all taxes, and all related goods, works or services)	Delivery Period (days) from Date of Notification of Award, to final destinations
1.	Graphic Designer				
2.	Other goods, works and services required for the provision of services				
...	...				

- Fixed Price:** The prices indicated above are firm and fixed and not subject to any adjustment during contract performance.
- The Purchaser reserves the right at the time of contract finalization to increase by up to 50% the quantity of services originally specified without any change in unit prices as well as other terms and conditions.
- Delivery Schedule:** The delivery should be completed as per above schedule. The final destination for delivery of the Services is in Sint Maarten.
Insurance: The Service Provider is responsible for all kinds of insurance until and while the Services are provided at the final destination and the Purchaser will not assume any responsibility until all required services, goods or works are delivered and installed.
- Payment.** Payment against the Contract will be made as follows:
 - Broadband Services shall be paid on a monthly basis, at the end of each month of service.
 - Any additional goods, works or services required for the provision of the Services shall be paid upon successful completion, with the first month of Services.
- Defects.** All defects shall be corrected by the Service Provider without any cost to the Purchaser within 30 days from the date of notice by Purchaser. Name and address of service facility of the Service Provider by which the defects are to be corrected:



Name and address _____ *(to be filled by Service Provider)*

6. The Service Provider confirms compliance with the Service Specifications provided in Annex 2.

NAME OF SERVICE PROVIDER _____

Authorized Signature _____

Place:

Date:



NRPB
NATIONAL RECOVERY
PROGRAM BUREAU

ANNEX 2: SERVICE SPECIFICATIONS





ANNEX 3: FORM OF QUOTATION (RFQ-GOODS)

[To be completed, signed, and submitted on Letterhead of Service Provider]

_____ (Date)

To: _____ (Purchaser's Name)

_____ (Purchaser's Address)

Project Name: Enterprise Support Project (ESP)

Contract Name: **Graphic Designer**

Contract Ref: **SX-NRPB-551800-NC-RFQ**

We offer to execute the _____ (Purchaser to fill name and number of Contract) in accordance with the Form of Contract and Annexes accompanying your Request for Quotation (RFQ) for the Contract Price of _____ (amount in words and numbers) (_____) (name of currency). We propose to complete the provision of Services described in the Contract within a period of _____ calendar days from the Date of Notification of Award.

This Quotation and your written acceptance will constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any Quotation you receive.

We hereby confirm that this Quotation complies with the Validity of the Quotation required by the RFQ.

Authorized Signature: _____

Name and Title of Signatory _____

Name of Service Provider: _____

Address: _____

Phone Number _____

Fax Number, if any _____

e-mail address: _____



ANNEX 4: STATEMENT OF TECHNICAL COMPLIANCE

*[To be completed, signed and submitted by the Service Provider
as an attachment to the signed Form of Quotation]*

Project Name: Enterprise Support Project (ESP)

Contract Name: **Graphic Designer**

Contract Ref: **SX-NRPB-551800-NC-RFQ**

Date:

To: *(name of Purchaser)*

We, the undersigned, confirm that we shall provide the Services listed in Annex 1 according to the standards and specifications described in Annex 2 except for those deviations listed below:

List all deviations of the proposed Services:

or

nil

We confirm that the Services proposed in our quotation substantially satisfy the requirements specified in the Service specifications. The main technical responses are as listed below:

List all the main technical characteristics of the proposed items of Services:

Authorized Signature: _____

Name and Title of Signatory _____

Name of Service Provider: _____

Address: _____