

## **TENDER NOTICE**

### **CENTRAL TENDERS BOARD**

#### **Consultancy Services to Design and Implement a Promotional Assessment Process for the Trinidad and Tobago Police Service, Ministry of National Security**

Proposals are invited for Consultancy Services to Design and Implement a Promotional Assessment Process for the Trinidad and Tobago Police Service, Ministry of National Security.

Bidding documents may be obtained during normal working hours from **Monday to Friday during office hours: 8:00 a.m. to 4:00 p.m. local time** at the Central Tenders Board's Office at address (1) below.

Any further technical information can be obtained during normal working hours from address (2) below from **Monday to Friday during office hours: 8:00 a.m. to 4:00 p.m. local time**.

Proposals where applicable must be accompanied by the following:

- (i) **Valid Income Tax and Valued Added Tax Clearance Certificates** issued by the Board of Inland Revenue and dated not more than six (6) months prior to the closing date for submission of proposals.
- (ii) **A Valid Certificate of Compliance** issued in accordance with the National Insurance Act.

The original and five (5) copies each of the Technical and Financial Proposals should be submitted in separate sealed envelopes clearly marked on the outside:

#### **Envelope 1 – Technical Proposal**

**“Consultancy Services to Design and Implement a Promotional Assessment Process for the Trinidad and Tobago Police Service, Ministry of National Security.”**

#### **Envelope 2 – Financial Proposal**

**“Consultancy Services to Design and Implement a Promotional Assessment Process for the Trinidad and Tobago Police Service, Ministry of National Security.”**

**The name and address of the consultant must be printed on Envelope 2 – Financial Proposal.**

Envelopes must be addressed to the Chairman, Central Tenders Board, 116, Frederick Street, Port of Spain. Proposals must be deposited in the **BROWN** Tenders Box located in the lobby of the Board's Office not later than **1.00 pm. (Local Time) on Thursday 14<sup>th</sup> July, 2016.**

The Technical Proposals will be opened shortly thereafter. The Consultant or an authorized representative may be present at the opening.

Consultants **should note** that the dimensions of the **slot** in the Tenders Box are **37.5 cm x 5.5 cm** and as such, proposals should be packaged accordingly.

**Late proposals will not be considered in any circumstances.**

The Board does not bind itself to accept any proposal.

The Central Tenders Board reserves the right to cancel the bidding process in its entirety or even partially, without defraying any cost incurred by any firm in submitting their proposal.

Prospective consultants are advised that they can visit the website: <http://www.finance.gov.tt> for all published Tender Notices.

**Address (1)**

**Central Tenders Board  
116 Frederick Street,  
Port of Spain  
Republic of Trinidad and Tobago  
Telephone No: +1 (868) 625-3565  
Facsimile: +1 (868) 625-1809  
Email: [mofctb@gov.tt](mailto:mofctb@gov.tt)**

**Address (2)**

**Mr. Harold Phillip  
Deputy Commissioner of Police (Ag.)  
(Administration)  
Trinidad and Tobago Police Service  
Police Administration Building  
6<sup>th</sup> Floor,  
Corner Edward & Sackville Streets,  
Port of Spain  
Republic of Trinidad and Tobago  
Telephone No: +1 (868) 623-8426  
Facsimile: +1 (868) 623-1055  
Mobile: +1 (868) 499-0722  
Email: [cop@tpps.gov.tt](mailto:cop@tpps.gov.tt)**

**JENEPHA KHAN  
Deputy Chairman  
Central Tenders Board**