

# **CENTRAL TENDERS BOARD**

## **EXPRESSIONS OF INTEREST NOTICE**

**CONSULTING SERVICES TO DESIGN NEW INSTITUTIONAL AND GOVERNANCE  
STRUCTURE FOR THE SINGLE ELECTRONIC WINDOW FOR THE MINISTRY OF  
TRADE AND INDUSTRY, GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND  
TOBAGO (GORTT) INTER-AMERICAN DEVELOPMENT BANK (IDB)**

**LOAN# 3575/OC-TT**

TRINIDAD AND TOBAGO  
STRENGTHENING OF THE SINGLE ELECTRONIC  
WINDOW FOR TRADE AND BUSINESS FACILITATION  
SPECIFIC PROCUREMENT NOTICE  
IDB LOAN: # 3575/OC-TT

The Government of the Republic of Trinidad and Tobago has received financing from the Inter-American Development Bank (IDB), for the Project, *Strengthening of the Single Electronic Window for Trade and Business Facilitation*. Funding received for the project shall be applied to the above mentioned Consultancy.

The Scope of Services for the Consultancy is to review existing institutional and governance structure, recommend and design new structure for the Single Electronic Window (SEW) with due consideration given to relevant international guidelines and recommendations.

The Central Tenders Board (CTB), on behalf of the Executing Agency, the Ministry of Trade and Industry (MTI), invites eligible Consulting Firm(s) to indicate their interest in providing the Consulting Services. Interested Firm(s) must provide information to substantiate their ability to perform the Consulting Services and shall include, at a minimum, a company profile and project summary of experience in similar Projects (brochures, description of similar assignments, experience in similar conditions, availability of appropriate skills amongst staff, financial capability, etc.)

This Consultancy requires Firm(s) to have the following specific experience and/or capabilities:-

relevant experience conducting organisational/institutional capacity assessments, working across multiple government organisations and developing and implementing a Single Window Legal Structure or similar, professionals qualified in the area of Public Administration and Management, Social Sciences and/or

related fields and possess the technical capacity in understanding international trade policy, institutional and legal issues.

Additional information and details on the tasks and responsibilities can be obtained from *Address two (2)* below from **Monday to Friday from 8:00am to 4:00pm local time.**

The duration of the assignment is **nine (9) months.**

This request for Expressions of Interest is open to all eligible bidders as defined in the policies which can be accessed at website: <http://www.iadb.org/procurement>. *Consultants will be selected in accordance with the procedures set out in the Inter-American Development Bank: Policies for the Selection and Contracting of Consultants financed by the Inter-American Development Bank (GN 2350-9).*

An original and five (5) copies of the data must be submitted in sealed envelope(s) clearly marked:-

**“Expressions of Interest for Consulting Services to Design New Institutional Governance Structure for the Single Electronic Window for the Ministry of Trade and Industry, Government of the Republic of Trinidad and Tobago, IDB Loan # 3575/OC-TT”**

Envelopes must be addressed to the Chairman, Central Tenders Board at *Address One (1)* below and deposited in the **BROWN** Tenders Box located in the lobby of the Board’s Office not later than **1:00pm (Local Time) on Thursday, November 10, 2016.** Submissions will be opened publicly shortly thereafter. An authorised representative of the firm may attend the opening at the *Address One (1)* below.

<b><u>Address 1</u></b> Chairman Central Tenders Board 116 Frederick Street PORT OF SPAIN Republic of Trinidad and Tobago Tel: 1-868-625-3565 Facsimile: 1-868-625-1809 Email: mofctb@gov.tt	<b><u>Address 2</u></b> Ms. Cynthia Gloria Hayes Programme Manager Project Implementation Unit- Strengthening of the Single Electronic Window for Trade and Business Facilitation Ministry of Trade and Industry Level 9, Nicholas Tower 63-65 Independence Square PORT OF SPAIN Republic of Trinidad and Tobago Tel. No. 1-868-625-4516 Ext 2933 Email: <a href="mailto:PIUSEW@gov.tt">PIUSEW@gov.tt</a>
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Consultants should note that the dimensions of the **slot** in the Tenders Box are **37.5 cm x 5.5 cm** and as such, documents should be packaged accordingly.

The Central Tenders Board does not bind itself to accept any submission.

The Central Tenders Board reserves the right to cancel the Request for Expressions of Interest in its entirety or even partially, without defraying any cost incurred by any Firm in the preparation and submission of such Expression of Interest.

**Late submissions will not be considered under any circumstances.**

Interested Firms are advised that the Request for Expressions of Interest will be advertised on the United Nations Development Business (UNDB) Website, the IDB Website and the Ministry of Finance Website: <http://www.finance.gov.tt>.

Jenepha Khan  
Chairman  
Central Tenders Board  
Government of the Republic of  
Trinidad and Tobago

CTB: 16/4/139 Sub I

October 13, 2016