

# **TENDER NOTICE**

## **CENTRAL TENDERS BOARD**

### **Digitization of National Land Registry Records for the Registrar General's Department, Ministry of the Attorney General and Legal Affairs, Government of the Republic of Trinidad and Tobago (GORTT), Inter-American Development Bank (IDB) Loan No. 3022/0C-TT**

Country: Trinidad and Tobago

Project: Strengthened Information Management at the Registrar's General Department

IDB Loan No: LO 3022/0C-TT

Bid No: SIMRGD-129-SBCC-CF

The Government of Trinidad and Tobago through the Ministry of the Attorney General and Legal Affairs has received financing from the Inter-American Development Bank (IDB) for the Project: Strengthened Information Management at the Registrar General's Department and it intends to apply part of the proceeds to payments under the project- Digitization of National Land Registry Records for the Registrar General's Department, Ministry of the Attorney General and Legal Affairs.

The Registrar General's Department (RGD) holds the responsibility for the registration of all civil, land and company records and is the sole custodian of these records. In this regard, the Registrar General's Department (RGD) is seeking to contract a suitably qualified and experienced firm to undertake work associated with the scanning and indexing of the National Land Registry Records.

This work will form one of the pillars of the Registrar General's Department's Automated Land Registration System; a system that will allow the RGD to offer all land conveyance transactions online.

The Central Tenders Board on behalf of the Ministry of the Attorney General and Legal Affairs now invites eligible bidders to submit bids for Digitization of National Land Registry Records for the Registrar General's Department, Ministry of the Attorney General and Legal Affairs.

Bidding will be conducted through the International Competitive Bidding (ICB) procedures specified in the IDB's policies for the Procurement of Works and Goods financed by the IDB and is open to all bidders from Eligible Source Countries as defined in the Policies.

Bidding documents may be obtained 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.

A **pre-bid meeting** will be held for prospective bidders on **Wednesday 14th December, 2016** at **10:00 a.m.** on the 3<sup>rd</sup> Floor of the Registrar General's Department, Registration House, 72-74 South Quay, Port of Spain.

Any further technical information can be obtained from address (2) below from **Monday to Friday during office hours 7:00 a.m. to 3:00 p.m. local time.**

Proposals must be accompanied by the following:

- (i) Valid Income Tax and Value 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. (Local firms)
- (ii) Valid Certificate of Compliance issued in accordance with the National Insurance Act. (Local firms)

The original and five (5) copies of the bid must be submitted, together with an electronic copy on portable media. Bids should be placed in sealed envelopes and clearly marked on the outside:

**“Tender for Digitization of National Land Registry Records for the Registrar General's Department, Ministry of the Attorney General and Legal Affairs, Government of the Republic of Trinidad and Tobago (GORTT), Inter-American Development Bank (IDB) Loan No. 3022/0C-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 **1:00 p.m. (Local Time) on Thursday 12<sup>th</sup> January, 2017.**

Bidders should note that the dimensions of the **SLOT** in the Tenders Box are **37.5 cm x 5.5 cm** and as such, Bids should be packaged accordingly.

Bids will be opened at **1:05 p.m. (Local Time) on Thursday 12<sup>th</sup> January, 2017.** The Bidder or an authorized representative may be present at the opening.

Late bids will not be considered under any circumstances.

The Board does not bind itself to accept any Bid.

The Central Tenders Board reserves the right to cancel the present notice in its entirety or even partially, without defraying any cost incurred by any firm in submitting its bid.

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

Address (1)

Chairman  
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)

Ms. Anika Ramlogan  
Procurement Specialist  
Registrar General Department  
Agostini Building, 3 Duncan Street  
Port of Spain  
Republic of Trinidad and Tobago  
Telephone No: 1(868) 729-0725  
Email: [procurementmla@gov.tt](mailto:procurementmla@gov.tt)

Shamdaye Singh Ramdial  
Deputy Chairman  
Central Tenders Board  
Government of the Republic  
of Trinidad and Tobago

**November 17, 2016**  
**CTB: 26/1/221**