

TECHNICAL UNITS-:

Manages the Tendering processes and facilitates the functioning of Tender Evaluation Committees, in the name and on behalf of the Government of Trinidad and Tobago and Statutory Bodies. They prepares the bid package, advertised Invitations or issue to selective tenderers, consider and accept or reject offers for the supply of articles or for the undertaking of works or any services in connection therewith, necessary for carrying out the functions of the Government or any of the Statutory Bodies.

ADMINISTRATIVE SUPPORT-:

This section complements the Technical Section and provides administrative support -: to develop the human resource, so that staff is equipped to deal with environmental as well as technological changes as they unfold. To ensure through training, that the staff is equipped with the necessary knowledge and skills required to enable the organization to attain its objectives while at the same time to meet individual growth potential.

An Administrative Officer IV manages this section.

There are twelve (12) officers along with ten (10) manipulative persons assigned to this section to assist in the day-to-day operations.

SECRETARIAT-:

This section interfaces and acts as a link between the Technical Section and the Board. It comprises an Administrative Officer II as Secretary to the Board and two (2) other officers.

OMAF Secretary-:

A Special Committee of the Board which “shall be comprised of such officers as the Minister of Finance shall from time to time nominate, one of whom shall be an ex-officio Member of the Board” and the composition of this committee is as follows:

- 1) Director of Contracts – Chairman
- 2) Director of Budgets
- 3) Director, Property and Real Estate Management Services Division, Ministry of Public Administration
- 4) Property Manager, Furniture Branch, Ministry of Works and Transport

This section is dedicated solely to the procurement of Office Machines, Appliances and Furniture Committee (OMAF)

Annual Supplies and Services

The section is managed by a Senior Contracts Officer II, for the selection of Bonded Suppliers for the supply of various items to Ministries and Statutory Boards under the Ordinance on a yearly basis. This section interfaces with various technical units including user agencies *e.g. the Ministry of Works and Transport, the Project Unit of the Ministry of Education, the Chief Chemist of the Food and Drugs Division, and a team of Nutritionists drawn from Health Institutions* to make evaluations for the supply of various items to Ministries and Statutory Boards. The Division also dispose of surplus or unserviceable articles and real estate property belonging to the Government of Trinidad and Tobago or any of the Statutory Bodies.

To provide technical and support services to foreign as well as local clients to enable them to respond to procurement requirements with a high degree of efficiency.

The primary responsibilities of the three (3) Managers are:-

- to assist the Director in determining policy and procedures for the award of contracts and the disposal of unserviceable/surplus articles owned by Government
- to advise Government Agencies of the principles and practices governing tendering procedures and the award of contracts
- to monitor specific areas of the Central Tenders Board's activities.

Other Auxiliary members of the Central Tenders Board Include:

Clerk Typist I

Estate Constable

Driver/Messenger

Vault Attendant

Messengers

Maid

Cleaner