

CENTRAL TENDERS BOARD

TENDER NOTICE

Consultancy Services for the Establishment of a Business Continuity Management Capacity in the Public Service of the Republic of Trinidad and Tobago, Ministry of Public Administration

Proposals are invited for Consultancy Services for the Establishment of a Business Continuity Management Capacity in the Public Service of the Republic of Trinidad and Tobago, Ministry of Public Administration.

Bidding documents may be obtained 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 Monday to Friday during office hours 8:00 a.m. to 4:00 p.m. local time from address (2) below.

Proposals must be accompanied by the following where applicable:-

- (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 of the tender.
- (ii) 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 and clearly marked on the outside:-

Envelope No. 1 - Technical Proposal

“Consultancy Services for the Establishment of a Business Continuity Management Capacity in the Public Service of the Republic of Trinidad and Tobago, Ministry of Public Administration”

Envelope No. 2 - Financial Proposal

“Consultancy Services for the Establishment of a Business Continuity Management Capacity in the Public Service of the Republic of Trinidad and Tobago, Ministry of Public Administration”

The name and address of the firm must be printed on Envelope No. 2 - Financial Proposal

Envelopes must be addressed to the Chairman, Central Tenders Board, 116 Frederick Street, Port of Spain, Republic of Trinidad and Tobago and must be 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 8th November, 2012.**

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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, proposals should therefore be packaged accordingly.

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

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 their proposal.

Late proposals will not be considered in any circumstances.

The Board does not bind itself to accept the lowest or any other proposal.

Address (1)
Chairman
Central Tenders Board
116, Frederick Street
Port of Spain
Republic of Trinidad and Tobago,
West Indies
Telephone No.: 1 (868) 625-3565
Facsimile: 1 (868) 625-1809
Email address: mofctb@tstt.net.tt

Address (2)
Ms Heidi Seebran
BCM Project Coordinator
Ministry of Public Administration
Level 5, National Library Building
Port of Spain
Republic of Trinidad & Tobago
West Indies
Telephone No.: 1 (868) 623-4724
Ext.: 2075
Facsimile: 1 (868) 623-6027
Email address: seebranh@mpa.gov.tt

Indrani Rampersad
Chairman
Central Tenders Board
Government of the Republic of
Trinidad and Tobago

