

# **TENDER NOTICE**

## **CENTRAL TENDERS BOARD**

### **Consultancy Services for the Institutional Strengthening of the Central HRM Agencies (Service Commissions Department, Personnel Department and the Ministry of Public Administration)**

Proposals are invited for Consultancy Services for the following projects for the Ministry of Public Administration:

- Project 1 - Consultancy Services for the Institutional Strengthening of the Personnel Department
- Project 2 - Consultancy Services for the Institutional Strengthening of the Service Commissions Department
- Project 3 - Consultancy Services for the Institutional Strengthening of the 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 six (6) copies each of the Technical and Financial Proposals for each project should be submitted in separate sealed envelopes and clearly marked on the outside:-

**Envelope No. 1 - Technical Proposals – Name of Project**

**Envelope No. 2 - Financial Proposals – Name of Project**

**The name and address of the firm must be printed on Envelope No. 2 – Financial Proposals**

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 12<sup>nd</sup> September 2013.**

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 an authorised 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.

Prospective consultants 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,  
West Indies  
Telephone No.: 1 (868) 625-3565  
Facsimile: 1 (868) 625-1809  
Email: [mofctb@tstt.net.tt](mailto:mofctb@tstt.net.tt)

Address (2)  
Ms. Carol Mapp  
Senior Research and Development  
Coordinator,  
Strategic Human Resource  
Management Division, Ministry of  
Public Administration,  
Level 7, National Library Building  
Corner Hart & Abercromby Streets  
Port of Spain  
Republic of Trinidad & Tobago, West Indies  
Telephone No.: 1 (868) 625-6724 Ext. 2046  
Facsimile: 1 (868) 623-6027  
Email: [mappc@mpa.gov.tt](mailto:mappc@mpa.gov.tt)

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

CTB: 16/3/283; 16/3/284;16/3/285  
August 13, 2013

