

# TENDER NOTICE

## CENTRAL TENDERS BOARD

### **Consulting Services for Change Management and Project Management Services for the Electronic Services Project for the Inland Revenue Division, Ministry of Finance and the Economy, Government of the Republic of Trinidad and Tobago (GORTT) Inter-American Development Bank (IDB) Loan No. 1808/OC-TT**

TRINIDAD AND TOBAGO  
ELECTRONIC GOVERNMENT AND KNOWLEDGE BROKERING  
MODERNIZATION OF THE STATE  
SPECIFIC PROCUREMENT NOTICE  
Loan No: LO 1808/OC-TT  
Project No. TT-0056  
Contract/Bid No.

The Government of the Republic of Trinidad and Tobago via the Ministry of Public Administration has received financing from the Inter-American Development Bank (IDB) and intends to apply part of the proceeds to payments under the project Electronic Government and Knowledge Brokering Program for Change Management and Project Management Services for the Electronic Services Project for the Inland Revenue Division (IRD), Ministry of Finance and the Economy, Trinidad and Tobago.

The Central Tenders Board on behalf of the Ministry of Public Administration now invites sealed bids from eligible bidders to supply change management and project management services related to the introduction of electronic services to taxpayers by the IRD for the taxation framework and management structure in Trinidad and Tobago for the Ministry of Finance and the Economy. It is required that the consulting firm should have relevant experience in the project management of large ICT and e-government solutions and implementing change management interventions within a public service environment. The consultancy period is thirteen (13) months in duration.

Bidding will be conducted through international competitive bidding procedures as specified in the Inter-American Development Bank's [\*Policies for Procurement of Works and Goods financed by the Inter-American Development Bank\*](#) (current edition), and is open to all eligible bidders as defined in the policies which can be found at website: <http://www.iadb.org/procurement>.

Bidding documents may be obtained during normal working hours from **Monday to Friday during office hours 8 a.m. to 4 p.m.** at the Central Tenders Board's Office, at address (1) below.

Any further technical information can be obtained during normal working hours from address (2) below from **Monday to Friday during office hours 8 a.m. to 4 p.m. local time.**

A pre-bid meeting will be held for prospective bidders at **1.00 p.m. on Tuesday 11th, June 2013** at the Inland Revenue Division, 6th Floor Trinidad House, St. Vincent Street, Port of Spain.

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 for submission of proposals.
- (ii) Valid Certificate of Compliance issued in accordance with the National Insurance Act.

An original and six (6) copies each of the Technical and Financial Proposals should be placed in separate sealed envelopes clearly marked on the outside:-

**Envelope #1 – Technical Proposal**

**“Consulting Services for Change Management and Project Management Services for the Electronic Services Project for the Inland Revenue Division, Ministry of Finance and the Economy.”**

**Envelope # 2 – Financial Proposal**

**“Consulting Services for Change Management and Project Management Services for the Electronic Services Project for the Inland Revenue Division, Ministry of Finance and the Economy.”**

**The name and address of the firm must be printed on Envelope 2 – Financial Proposal**

Envelopes must be addressed to the Chairman, Central Tenders Board, 116 Frederick Street, Port of Spain and 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 04th, July 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, tenders should be packaged accordingly.

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

**Late proposals will not be considered in any circumstances.**

The Board does not bind itself to accept any proposal.

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.

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  
Port of Spain,  
Telephone No: 1 (868) 625-3565  
Facsimile: 1 (868) 625-1809  
Email: [mofctb@tstt.net.tt](mailto:mofctb@tstt.net.tt)

Address (2)  
Ms. Muriel Lezama  
Programme Manager  
Programme Management Division,  
Ministry of Public Administration,  
Level 5, NALIS Building,  
Corner Hart and Abercromby Streets,  
Republic of Trinidad and Tobago  
West Indies  
Telephone Nos: 1(868) 623-4724,  
1(868) 625-6724 Exts. 2001/2002  
Facsimile: 1(868) 623-8636,  
Email: [lezamam@mpa.gov.tt](mailto:lezamam@mpa.gov.tt)

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

CTB: 16/4/106  
May 21, 2013