

CENTRAL TENDERS BOARD

TENDER NOTICE

Consulting Services to provide Business Process Management Support in the Public Service, Government of the Republic of Trinidad and Tobago. Inter-American Development Bank (IDB) Loan No. 1808/OC-TT

Proposals are invited for Consulting Services to provide Business Process Management Support for the Public Service, Government of the Republic of Trinidad and Tobago.

Bidding documents may be obtained during normal working hours at the Central Tenders Board's Office, 116 Frederick Street, Port of Spain. Telephone No. 1(868) 625-3565.

Any further technical information can be obtained during normal working hours from Ms. Muriel Lezama, Programme Manager, Programme Management Division, Ministry of Public Administration, Level 5, NALIS Building, Corner Hart and Abercromby Streets, Port of Spain, Republic of Trinidad and Tobago. Telephone 1(868) 623-4724, 1(868) 625-6724 Exts. 2002/2004. Facsimile: 1(868) 623-8636, Email: lezamam@mpa.gov.tt.

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 five (5) 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 to provide Business Process Management Support
in the Public Service, Government of the Republic of Trinidad and Tobago.
Inter-American Development Bank (IDB) Loan No. 1808/OC-TT”**

Envelope # 2 – Financial Proposal

**“Consulting Services to provide Business Process Management Support
in the Public Service, Government of the Republic of Trinidad and Tobago.”**

Inter-American Development Bank (IDB) Loan No. 1808/OC-TT”

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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 27th September. 2012.**

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.

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

CTB: 16/4/102
August 24, 2012