

CENTRAL TENDERS BOARD

REQUEST FOR EXPRESSIONS OF INTEREST FOR CONSULTING SERVICES

PROJECT NO. TT-0056 – CONSULTING SERVICES TO ELIMINATE THE CONGESTION OF A BACKLOG OF RECORDS AT THE NATIONAL ARCHIVES OF TRINIDAD AND TOBAGO FOR THE MINISTRY OF NATIONAL DIVERSITY AND SOCIAL INTEGRATION

TRINIDAD AND TOBAGO
ELECTRONIC GOVERNMENT AND KNOWLEDGE BROKERING
MODERNIZATION OF STATE
Loan No: LO 1808/OC-TT
Contract/Bid No. 07

The Government of the Republic of Trinidad and Tobago 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 Consulting Services to eliminate the congestion of a backlog of records at the National Archives of Trinidad and Tobago. At present, there is a backlog of unprocessed records at the Record Centre which arose due to poor record keeping systems at the creating (original) offices and inadequate policies and procedures governing the operations of the Record Centre.

It is required that the consulting firm should have experience in best standards records management, and possess a track record of successfully carrying out similar projects. The firm should possess technical and administrative capacity in policy and procedure development, development of operational plans, occupational, health and safety management, project management, knowledge and experience working with the public service.

In this regard, the Central Tenders Board on behalf of the Ministry of Public Administration invites eligible consultants to indicate their interest in providing the services. Interested consultants must provide information establishing that they are qualified to perform the services (brochures, description of similar assignments, experience in similar conditions, availability of appropriate skills among staff, etc.).

The consulting firm should have experience in records management and have a successful track record of implementing projects of a similar nature. The firm should possess technical and administrative capacity in policy and procedure development, development of operational plans, occupational, health and safety management, project management and knowledge and experience working with the public service. Consultants may associate to enhance their qualifications.

Consultants will be selected in accordance with the procedures set out in the Inter-American Development Bank: [*Policies for the Selection and Contracting of Consultants 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>.

Further information/clarification may be obtained from address (1) below from **Monday to Friday during office hours 8 a.m. to 4 p.m. local time.**

One (1) original and five (5) copies of the data must be placed in **sealed envelopes** addressed to the Chairman, Central Tenders Board at address (2) below clearly marked:

“ EXPRESSIONS OF INTEREST FOR CONSULTING SERVICES TO ELIMINATE THE CONGESTION OF A BACKLOG OF RECORDS AT THE NATIONAL ARCHIVES OF TRINIDAD AND TOBAGO FOR THE MINISTRY OF NATIONAL DIVERSITY AND SOCIAL INTEGRATION, GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO ”

Envelopes 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 September 13, 2012**

Late submissions will not be considered.

Interested consultants are advised that the Request for Expressions of Interest Notice will be advertised in the UNDB online and on the IDB's Website.

Address (1)

Ms. Muriel Lezama
Programme Manager
Programme Management Division
Ministry of Public Administration
NALIS Building
Cor. Hart & Abercromby Streets
Port of Spain
Republic of Trinidad and Tobago
Telephone No. 1(868) 625-6724
Fax No. 1(868) 623-8636
Email address: lezamam@mpa.gov.tt

Address (2)

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

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