

CENTRAL TENDERS BOARD

TENDER NOTICE

Proposals for the Provision of Consulting Services to Design and Assist in the Implementation of Improvement to the Help Desk System for the Ministry of Education

The Ministry of Education (MOE) is in the process of undertaking institutional strengthening and will as a consequence, continue to make significant investment in Information and Communications Technology (ICT), and improve its ICT Customer Services practices.

In this regard, the Central Tenders Board is seeking proposals from consulting firms for the Provision of Consulting Services to Design and Assist in the Implementation of Improvement to the Help Desk System for the Ministry of Education (MOE).

Bid packages may be obtained between the hours of 8.30 a.m. to 3.30 p.m. from the Central Tenders Board's Office at Address (1) below, and further information may be obtained from Mr. James Johnson, Manager, ICT Projects, Information and Communication Technology Division, Ministry of Education (MOE) at Address (2).

Proposals must be accompanied by **valid Income Tax and Valued Added Tax Clearance Certificates** issued by the Board of Inland Revenue. In addition, a valid **Certificate of Compliance** issued in accordance with the National Insurance Act must be submitted.

A pre-bid meeting is scheduled for **10.00 a.m. on Tuesday 20th April, 2010** in the Conference Room, Ground Floor, ICT Division, Ministry of Education, 12 – 14 London Street, Port of Spain.

One (1) original and five (5) copies of the Technical and Fee Proposals should be placed in two (2) separately sealed envelopes addressed to the Chairman, Central Tenders Board, 116 Frederick Street, Port of Spain clearly marked:

“PROPOSAL FOR CONSULTING SERVICES TO DESIGN AND ASSIST IN THE IMPLEMENTATION OF IMPROVEMENT TO THE HELP DESK SYSTEM FOR THE MINISTRY OF EDUCATION.”

ENVELOPE # 1 - TECHNICAL PROPOSAL

ENVELOPE # 2 - FEE PROPOSAL

Firms must include their names on the envelopes with the Fee Proposal.

Envelopes must be deposited in the **BROWN** Tenders Box located in the lobby of the Board's Office on or before **1.00 p.m. on THURSDAY 13th MAY, 2010.**

Proposals should be packaged to fit the **SLOT** in the Tenders Box, the dimensions of which are **37.5 cm x 5.5 cm**.

Technical proposals will be opened shortly after the closing, at the Board's Office. A representative of the firm may attend the opening.

The Central Tenders Board reserves the right to cancel the bidding process in its entirety or even partially, without defraying any cost incurred by any firm in submitting its proposals

Late proposals will **NOT** be accepted in any circumstances.

The Board does not bind itself to accept any proposal.

Contact Information

Address (1)

Chairman
Central Tenders Board
116 Frederick Street
Port of Spain
Republic of Trinidad and Tobago
Telephone No.: 1 (868) 625 – 2311
Fax No.: 1 (868) 625-1809
Email address: mofctb@tstt.net.tt

Address (2)

Mr. James Johnson
Manager, ICT Projects
Information and Communication
Technology Division
Ministry of Education
12 – 14 London Street
Port of Spain
Republic of Trinidad and Tobago
Telephone No.: (868) 623 - 5724
Email address: jjohnson@gov.tt

Prospective consultants are advised that they can visit the following website address <http://www.finance.gov.tt/tenders> for all published Tender Notices

Indrani Rampersad
Chairman
Central Tenders Board

CTB: 16/3/249
April 7, 2010