

# **TENDER NOTICE**

## **CENTRAL TENDERS BOARD**

### **Consultancy Services for the Institutional Strengthening of the Public Service Academy (PSA), Ministry of Public Administration (MPA) 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

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 the Consulting services for the Institutional Strengthening of the Public Service Academy (PSA), Ministry of Public Administration (MPA), Trinidad and Tobago. This division is responsible for the training and human resource development needs of public sector personnel.

The purpose of the project is to develop the strategic direction for the PSA and to transform the PSA into a modernized public sector training institute. This exercise would deliver a strategic plan, operational assessment report, public sector employee training programs as well as a coaching and knowledge transfer program for PSA personnel.

The Central Tenders Board on behalf of the Ministry of Public Administration now invites sealed bids from eligible bidders (local or international consulting firms) for this consultancy. Potential bidders must have demonstrated expertise in all aspects of, human resource development, strategic planning, change management, project management, and organization development (OD) including knowledge of modern effective OD and human resource development (HRD) systems, as well as training design & development and curricula development. The duration of the assignment is twelve (12) months.

Bidding will be conducted through international competitive bidding procedures as specified in the Inter-American Development Bank's 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>.

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 on at 1.00 p.m. on Friday July 26, 2013 at Old Fire Station Building, Cor. Hart and Abercromby Streets, 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**

**“Consultancy Services for the Institutional Strengthening of the Public Service Academy (PSA), Ministry of Public Administration (MPA)”**

**Envelope # 2 – Financial Proposal**

**“Consultancy Services for the Institutional Strengthening of the Public Service Academy (PSA), Ministry of Public Administration (MPA)”**

**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 August 15, 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  
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, Port  
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