

CENTRAL TENDERS BOARD

TENDER NOTICE

**Consultancy Services for the Provision of Business Process Management
Support in the Public Service, Ministry of Public Administration
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 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 Consultancy Services for the Provision of Business Process Management Support in the Public Service, Ministry of Public Administration.

The Central Tenders Board on behalf of the Ministry of Public Administration now invites sealed bids from eligible bidders for the services of a consulting firm for the provision of Business Process Management Support in the Public Service. The Ministry is embarking on a comprehensive Business Process Management Programme to enable Ministries, Departments and THA Divisions to improve their operational performance and monitoring and evaluation capability and to allow these agencies to achieve responsive and effective service delivery. It is required that the consulting firm should have relevant experience in managing service improvement projects and should possess the technical capacity in understanding business process management, business process re-engineering and organizational development within a public service environment. 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 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 on Monday 4 March, 2013 at 1.00 p.m. at the Ministry of Public Administration in the Old Fire Station Building, Hart Street Room, Corner 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 Provision of Business Process Management Support in the Public Service, Ministry of Public Administrative”

Envelope # 2 – Financial Proposal

“Consultancy Services for the Provision of Business Process Management Support in the Public Service, Ministry of Public Administrative”

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 21 March, 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) | Address (2) |
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| Chairman Central Tenders Board 116, Frederick Street Port of Spain Republic of Trinidad and Tobago. West Indies Telephone No: 1 (868) 625-3565 Facsimile: 1 (868) 625-1809 Email: mofctb@tstt.net.tt | 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. 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 |

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