

TENDER NOTICE

CENTRAL TENDERS BOARD

Consulting Services for Development and Implementation of a Community Based Media Production Project for the Citizen Security Programme, Ministry of National Security, Government of the Republic of Trinidad and Tobago (GORTT) and the Inter-American Development Bank (IDB) Loan No. 1965/OC-TT

TRINIDAD AND TOBAGO

DEVELOP AND IMPLEMENT A COMMUNITY BASED MEDIA PRODUCTION PROJECT
SPECIFIC PROCUREMENT NOTICE

Loan No: LO 1965/OC-TT

The Citizen Security Programme (CSP) is an initiative of the Ministry of National Security that is partially financed by the Inter-American Development Bank (IDB) through a loan facility. The objective of the programme is to contribute to the reduction of crime and violence within 22 “high needs” communities throughout Trinidad and Tobago. The CSP will accomplish this through the financing of preventative interventions addressing the most proximal and modifiable risk factors.

The specific objectives of the Programme are (i) the reduction in the levels of homicides, robberies and woundings in partner communities; (ii) an increase in the perception of safety in the partner communities; (iii) a reduction of injuries related to firearms, child maltreatment, domestic violence and youth violence; and (iv) an increase in the collective efficacy to prevent violence in the partner communities.

To this end, the Programme’s activities have been organized into three (3) main components: (1) Community Action; (2) Assistance to the Trinidad and Tobago Police Service (TTPS); and (3) Institutional Strengthening of the Ministry of National Security.

The Central Tenders Board on behalf of the Ministry of National Security now invites sealed bids from eligible bidders for the services of a consulting firm to provide the Citizen Security Programme, Ministry of National Security to develop and implement a Community Based Media Production Project. The duration of the assignment is twelve (12) months.

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.

A pre-bid meeting will be held for prospective bidders on **Friday, August 23, 2013 at 9.30 am** at the Citizen Security Programme Office, Ministry of National Security, 63A Mucurapo Road, St. James.

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.**

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

“Consulting Services to develop and implement a Community Based Media Production Project for the Citizen Security Programme, Ministry of National Security”

Envelope # 2 – Financial Proposal

“Consulting Services to develop and implement a Community Based Media Production Project for the Citizen Security Programme, Ministry of National Security”

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 12th September, 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 an authorised 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
Port of Spain,
Telephone No: 1 (868) 625-3565
Facsimile: 1 (868) 625-1809
Email: mofctb@tstt.net.tt

Address (2)
Mr. Gregory Sloane-Seale
Programme Coordinator
Citizen Security Programme
63a Mucurapo Road
St. James
Port of Spain
Republic of Trinidad and Tobago
West Indies
Telephone No: 1(868) 628-9406
1(868) 628-4277 Ext. 12601
Facsimile: 1(868) 628-3495

Email: gsloane-seale@mns.gov.tt

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

CTB: 16/4/114
August 14, 2013