

CENTRAL TENDERS BOARD

TENDER NOTICE

**Consulting Services to Assist with the Design and Implementation of an
Asset Management Solution for the Parliament of Trinidad and Tobago,
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 the Consulting services to Assist with the Design and Implementation of an Asset Management Solution for the Parliament of Trinidad and Tobago.

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 to assist in the design and implementation of a solution to facilitate the efficient management of all assets owned by the Parliament located at the Parliament Building, Office of the Leader of the Opposition or in the 41 Constituency Offices and approximately 25 Constituency sub-offices. It is required that the consulting firm should have experience in the design and implementation of ICT solutions and possess a track record of successfully carrying out similar projects. The firm should possess the technical capacity in understanding enterprise-wide asset management systems and practices, with specialized knowledge of the legislative issues related to the acquisition, operation, risk management, maintenance and disposal of assets. The duration of the assignment is nine (9) 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.

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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 five (5) 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 Assist with the Design and Implementation of an Asset Management Solution for the Parliament of Trinidad and Tobago, Government of the Republic of Trinidad and Tobago (GORTT)”

Envelope # 2 – Financial Proposal

“Consulting Services to Assist with the Design and Implementation of an Asset Management Solution for the Parliament of Trinidad and Tobago, Government of the Republic of Trinidad and Tobago (GORTT)”

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 18th October 2012.**

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.

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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.

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)

Ms. Muriel Lezama,
Programme Manager,
Programme Management Division,
Ministry of Public Administration,
Level 5, NALIS Building,
Corner Hart and Abercromby Streets,
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

CTB: 16/4/100
September 06, 2012