

CENTRAL TENDERS BOARD

TENDER NOTICE

Design, Development and Implementation of a Document Management System for the Trinidad and Tobago Fire Service, Ministry of National Security.

Proposals are invited for the Design, Development and Implementation of a Document Management System for the Trinidad and Tobago Fire Service, Ministry of National Security.

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 at **10:00 a.m. (local time) on Friday 7th March 2014** at the Trinidad and Tobago Fire Service, Wrightson Road, 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

“Design, Development and Implementation of a Document Management System for the Trinidad and Tobago Fire Service, Ministry of National Security”

Envelope # 2 – Financial Proposal

“Design, Development and Implementation of a Document Management System for the Trinidad and Tobago Fire Service, 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. on Thursday 27th March, 2014(Local Time)**.

Firms 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 Bidder or an authorized 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 bidders 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. John Chuck
Fire Sub Station Officer (Ag.)
Trinidad & Tobago Fire Service
Biljah Road
Chaguanas
Republic of Trinidad and Tobago
West Indies
Telephone Nos: (868) 665-5728/9

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

CTB:16/3/291
February 13, 2014