

CENTRAL TENDERS BOARD

TENDER NOTICE

Provision of Consulting Services to Conduct a Review and Redesign the Performance Management and Appraisal System (PMAS) in the Public Service for the Personnel Department

The Personnel Department is desirous of conducting an assessment of the current Performance Management and Appraisal System (PMAS) and the Organizational Culture impacting the management of employee performance in the Public Service of Trinidad and Tobago.

In this regard, the Central Tenders Board is seeking proposals from consulting firms for the Provision of Consulting Services to Conduct a Review and Redesign the Performance Management and Appraisal System (PMAS) in the Public Service for the Personnel Department

Bid packages may be obtained during the hours of 8.00 a.m. to 4.00 p.m. from the Central Tenders Board's Office at Address (1) below, and any further information may be obtained from Ms. Natalie Willis, Ag. Director, Human Resources Management, Human Resources Management Services Department, Personnel Department at Address (2).

Proposals must be accompanied by:-

- (i) **valid Income Tax and Valued 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 the receipt of proposals.
- (ii) **valid Certificate of Compliance** issued in accordance with the National Insurance Act.

The original and five (5) copies of the Technical and Financial Proposals should be placed in two (2) separately sealed envelopes addressed to the Chairman, Central Tenders Board, 116 Frederick Street, Port of Spain clearly marked:

ENVELOPE # 1 - TECHNICAL PROPOSAL - "PROVISION OF CONSULTING SERVICES TO CONDUCT A REVIEW AND REDESIGN THE PERFORMANCE MANAGEMENT AND APPRAISAL SYSTEM (PMAS) IN THE PUBLIC SERVICE FOR THE PERSONNEL DEPARTMENT."

ENVELOPE # 2 - FINANCIAL PROPOSAL - "PROVISION OF CONSULTING SERVICES TO CONDUCT A REVIEW AND REDESIGN THE PERFORMANCE MANAGEMENT AND APPRAISAL SYSTEM (PMAS) IN THE PUBLIC SERVICE FOR THE PERSONNEL DEPARTMENT."

and addressed to the Chairman, Central Tenders Board at Address (1).

Firms must include their names and addresses on Envelopes # 2 – Financial Proposal.

Proposals must be deposited in the **BROWN** Tenders Box located in the lobby of the Board's Office on or before **1.00 p.m. on THURSDAY 14th JULY, 2011.**

Proposals should be packaged to fit the **SLOT** in the Tenders Box, the dimensions of which are **37.5 cm x 5.5 cm.**

Technical proposals will be opened shortly after the closing, at the Board's Office. A representative of the firm may attend the opening.

The Central Tenders Board reserves the right to cancel the bidding process in its entirety or even partially, without defraying any cost incurred by any firm in submitting its proposals

Late proposals will **NOT** be accepted in any circumstances.

The Board does not bind itself to accept any proposal.

Contact Information

Address (1)

Chairman
Central Tenders Board
116 Frederick Street
Port of Spain
Republic of Trinidad and Tobago
Telephone No.: 1 (868) 625 – 4330
Fax No.: 1 (868) 625-1809
Email address: mofctb@tstt.net.tt

Address (2)

Ms. Natalie Willis
Ag. Director, Human Resources
Management, Human Resources
Management Services Division
Personnel Department
Park Plaza
64 – 70 St. Vincent Street,
Port of Spain
Republic of Trinidad and Tobago
Telephone No.: 1 (868) 625 - 8534
Email address: willisn@gov.tt

Prospective consultants are advised that they can visit the following website address <http://www.finance.gov.tt> for all published Tender Notices

Indrani Rampersad
Chairman
Central Tenders Board

CTB: 16/3/264
June 13th, 2011