

INTERNATIONAL TENDER NOTICE

CENTRAL TENDERS BOARD

Provision of Consulting Services to Develop a Knowledge and Information Management System within the Personnel Department, Government of the Republic of Trinidad and Tobago

Proposals are invited for the provision of Consulting Services to Develop a Knowledge and Information Management System within the Personnel Department, Government of the Republic of Trinidad and Tobago.

Bidding documents may be obtained during normal working hours at the Central Tenders Board's Office, 116 Frederick Street, Port of Spain. Telephone No. 1(868) 625-4330.

Any further technical information can be obtained during normal working hours from:

Mr. Beresford Riley
Deputy Chief Personnel Officer
Personnel Department
76-78 St. Vincent Street
Port of Spain
Republic of Trinidad and Tobago.
Telephone No: 1(868) 623-7626
Email: beresford.riley@gov.tt.

Proposals must be accompanied by the following:-

- (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 (*applicable to local consultants*).
- (ii) Valid Certificate of Compliance issued in accordance with the National Insurance Act (*applicable to local consultants*).

The 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

“Provision of Consulting Services to Develop a Knowledge and Information Management System within the Personnel Department, Government of the Republic of Trinidad and Tobago”

ENVELOPE # 2 – FINANCIAL PROPOSAL

“Provision of Consulting Services to Develop a Knowledge and Information Management System within the Personnel Department, Government of the Republic of Trinidad and Tobago”

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, Republic of Trinidad and Tobago 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 19th 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, proposals should be packaged accordingly.

The Technical Proposals will be opened shortly thereafter. The Consultant or his 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 consultants are advised that they can visit the website <http://www.finance.gov.tt> for all published Tender Notices.

**INDRANI RAMPERSAD
Chairman
Central Tenders Board
Government of the Republic of
Trinidad and Tobago**

CTB: 16/3/288
August 13, 2013