

INTERNATIONAL TENDER NOTICE

CENTRAL TENDERS BOARD

Procurement of Property Tax Software, Hardware, Networking and Related Services for the Ministry of Finance Government of the Republic of Trinidad and Tobago

The Government of the Republic of Trinidad and Tobago is desirous of acquiring an Information Technology Solution for the Ministry of Finance to facilitate the transformation of the present Property Tax System to an automated system that will provide a base for future business change and improvement.

In this regard, proposals are invited from suitable firms/joint venture for the procurement of Property Tax Software, Hardware, Networking and Related Services for the Ministry of Finance.

Submission of tenders is open to all local and international tenderers, firms and joint venture. Only tenderers who can demonstrate they have the financial and technical experience in projects of similar scope and complexity will be considered.

Tenderers will be evaluated in accordance with short listing information criteria which include eligibility, general background and organization, project experience, available manpower, financial capability, workload and client references.

The technical proposals of shortlisted tenderers only will be opened and evaluated in accordance with relevant criteria outlined in the Request for Proposal.

Any further information may be obtained from: -

Mr. Carlos N. Lewis
ITS/MIS Consultant
Ministry of Finance
Tel: 868-627-9700 ext. 4357
Mobile: 868-735-8562
Email: Lewisca@gov.tt

Mr. Kazim Mohammed
Business System Analyst
Ministry of Finance
Tel: 868-623-4221 ext. 250
Mobile: 868-372-8910
Email: mohammedkaz@gov.tt

All questions regarding this tender must be directed to propertytaxproject@gov.tt

Tender documents can be obtained during normal working hours at the Central Tenders Board's Office, 116 Frederick Street, Port of Spain. Tel No: 868-625-4330. Fax No: 868-625-1809.

Proposals from firms incorporated in Trinidad and Tobago **must** be accompanied by the following: -

- (i) Valid Income Tax and Value Added Tax Clearance Certificates issued by the Board of Inland Revenue
- (ii) Valid Certificate of Compliance issued in accordance with the National Insurance Act.

The tenderer must submit one (1) original and six (6) hard copies, marked original or copy of the documents comprising the proposal(s). One (1) electronic copy on a CD Portable Document Format (PDF) is to be also submitted.

The system utilized for the submission of proposals is that of three (3) sealed envelopes. Each envelope shall contain the following: -

- **First Envelope** - the Short Listing Information
- **Second Envelope** - the Technical Proposal
- **Third Envelope** - the Financial Proposal

The Short Listing Information, Technical and Financial Proposals should be placed in separately sealed envelopes and clearly marked as follows: -

- ENVELOPE # 1** - **Short Listing Information - Procurement of Property Tax Software, Hardware, Networking and Related Services for the Ministry of Finance, Government of the Republic of Trinidad and Tobago**
- ENVELOPE # 2** - **Technical Proposal - Procurement of Property Tax Software, Hardware, Networking and Related Services for the Ministry of Finance, Government of the Republic of Trinidad and Tobago**
- ENVELOPE # 3** - **Financial Proposal - Procurement of Property Tax Software, Hardware, Networking and Related Services for the Ministry of Finance, Government of the Republic of Trinidad and Tobago**

The name and address of the Bidder must also be clearly marked on each Proposal.

All proposals should be addressed to: -

**The Chairman
Central Tenders Board
116 Frederick Street
Port of Spain
Trinidad and Tobago**

Proposals must be deposited in the **BROWN TENDERS BOX** located in the lobby of the Central Tenders Board's Office not later than **1.00 p.m. (Trinidad and Tobago time) on Thursday 23rd October, 2008.**

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

Envelope # 1 – Short Listing Information will be opened shortly thereafter. The tenderer or a representative may be present at the opening.

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

Late proposals will not be considered in any circumstances.

The Board does not bind itself to accept any proposal.

Prospective firms are advised that they can visit the following Website Address: <http://www.finance.gov.tt> for all published tender notices.

Jennifer Jones
Chairman
Central Tenders Board
Government of the Republic
of Trinidad and Tobago

CTB: 26/1/198

September 11, 2008