

# **INTERNATIONAL TENDER NOTICE**

## **CENTRAL TENDERS BOARD**

**Procurement of a Consultant to assist the Meteorological Services  
Division in the Implementation of a Quality Management System,  
Ministry of Public Utilities, Government of the Republic of  
Trinidad and Tobago**

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The Meteorological Services Division (Met Services) of the Ministry of Public Utilities (MPU) Government of the Republic of Trinidad and Tobago is seeking to implement a Quality Management System, which is compliant with the International Organization for Standardization (ISO), for the improvement in the delivery of meteorological information to the aviation industry.

In this regard, the Meteorological Services Division of the Ministry of Public Utilities is desirous of obtaining the services of a consultant, either local or foreign, with regards to implementing an ISO compliant Quality Management System.

Proposals are therefore invited for the procurement of a consultant to assist the Meteorological Services Division in the Implementation of a Quality Management System.

Tender documents may be obtained at the Central Tenders Board's Office, 116, Frederick Street, Port of Spain during normal working hours of 8:00 a.m. to 4:00 p.m. local time and any further information may be obtained from:

Mr. Marlon Noel  
Acting Assistant Director  
Trinidad and Tobago Meteorological Services  
P. O. Box 2141  
National Mail Centre  
Piarco  
Trinidad, West Indies  
Telephone #669-5465  
E-mail address [dirmet@tstt.net](mailto:dirmet@tstt.net)

Proposals from local firms **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 of the tender.
- (ii) valid Certificate of Compliance issued in accordance with the National Insurance Act.

Proposals, one (1) original and five (5) copies each of your Technical and Financial submission should be placed in sealed envelopes clearly marked on the outside:

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**Envelope 1 – Technical Proposals**

**Envelope 2 – Financial Proposals**

The name and address of the consultant must also be printed on the envelope containing the financial proposal.

Envelopes must be addressed to the Chairman, Central Tenders Board, 116, Frederick Street, Port of Spain. Proposals must be deposited in the **BROWN** Tenders Box located in the lobby of the Board's Office not later than 1:00 pm. (local time) on **Thursday September 23, 2010**.

The Technical Proposal will be opened shortly thereafter. The consultant or a representative may be present at the opening.

Consultants should note that the dimensions of the **slot** in the Tenders Box **are 37.5cm x 5.5 cm** and as such, proposals should be packaged accordingly.

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 bidding process in its entirety or partially, without defraying any cost incurred by any firm in submitting their proposals.

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

Indrani Rampersad  
Chairman  
Central Tenders Board

CTB:16/3/252  
August 13, 2010  
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