

**THE REPUBLIC OF TRINIDAD AND TOBAGO**



**MINISTRY OF FINANCE**

**CENTRAL  
TENDERS BOARD**

**INFORMATION  
BOOKLET**

# FOREWORD

Welcome and thank you for taking the time to read this simple yet comprehensive Information Booklet. This handbook was compiled to provide the reader with a brief overview of the Central Tenders Board Division and its role and function within the Financial Regulatory System.

The booklet also contains procedures followed by the Central Tenders Board and pertinent information for persons registered with or interested in registering their business with the Division. It is advised that persons read the booklet in its entirety to achieve maximum benefit.

This booklet should be viewed as a companion piece to the Central Tenders Board Ordinance (Act No. 22 – 1961; subsidiary legislation of the Laws of Trinidad and Tobago) and its subsequent amendments.

Please contact the Central Tenders Board for verification of the information presented within and for further information which may be required. Readers may also wish to visit the Central Tenders Board website at:

[www.finance.gov.tt](http://www.finance.gov.tt)

Thank You.



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Central Tenders Board

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April 2008

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## FIGURE 1 ORGANIZATIONAL CHART OF THE CTB



# INTRODUCTION

## CENTRAL TENDERS BOARD

### ESTABLISHMENT

The Ministry of Finance is the agency charged with the responsibility of spending public funds and is therefore accountable to the population for such expenditure. The majority of this expenditure involves the procurement of goods and services. Approximately 75% of the Budget allowances for this procurement are through the Tendering Process.

The Central Tenders Board was therefore established by Act No. 22 of 1961 to ensure that the proper procedures are followed to obtain the most suitable supplies and services from available resources. The Central Tenders Board forms an integral part of the Financial Regulations as it is the Government Agency responsible for awarding contracts as requested by Government Ministries, Departments and certain Statutory Bodies.

### FUNCTION

The Central Tenders Board Ordinance No. 22 of 1961, as amended, provides for the establishment of a Central Tenders Board which has the sole and exclusive authority, except as provided for in Sections 20 and 35 of the Legislation:

- to act for, in the name and on behalf of the Government of Trinidad and Tobago and Statutory Bodies to which the Ordinance applies, in inviting, considering and accepting or rejecting offers for the supply of articles or for the undertaking of works or any services in connection therewith, necessary for carrying out the functions of the Government or any of the Statutory Bodies
- to dispose of surplus or unserviceable articles and real estate property belonging to the Government of Trinidad and Tobago or any of the Statutory Bodies

The Board also performs other functions and duties as the President may by order prescribe from time to time.

# ORGANIZATIONAL GOALS AND OBJECTIVES

## MISSION

To provide procurement and disposal services for the Government of Trinidad and Tobago efficiently, cost effectively and with a commitment to fair treatment for all.

## VISION

To be a leader in procurement, providing excellent services to the public and private sectors through the expertise of a well-trained staff, supported by efficient/workable systems that are in keeping with local and international standards.

## CORE VALUES

To promote the principles of integrity, transparency, accountability, equity, high performance standards, customer satisfaction and value for money in government procurement.

## GENERAL

To develop the human resource, so that staff is equipped to deal with environmental as well as technological changes as they unfold.

To ensure through training, that the staff is equipped with the necessary knowledge and skills required to enable the organization to attain its objectives while at the same time to meet individual growth potential.

To provide technical and support services to foreign as well as local clients to enable them to respond to procurement requirements with a high degree of efficiency.

To seek to educate the general public on the role and functions of the Central Tenders Board.

# CORPORATE PLAN OF THE BOARD

## CORPORATE PLAN OF THE CENTRAL TENDERS BOARD

In the light of Vision 2020, and in keeping with one of the goals of the Ministry of Finance Strategic Plan to reinforce its structures, operations and processes, the Central Tenders Board is cognizant of its role in enabling competitive business and promoting good governance principles and practices.

In order to allow free competition and drive innovation and entrepreneurship, the public procurement functions must be developed to such a strong base with State of the Art Information Technology Systems to achieve such goals. This development will also enhance the promotion of e-Government, e-Business, e-Procurement, e-Auctioning and e-Registration.

### STRATEGIC OBJECTIVES

The Corporate Plan of the Central Tenders Board encompasses the following strategic objectives:

- Amendment of Legislation (referred to in White Paper on Government Procurement – 2005)
- Training of staff involved in procurement (Central Tenders Board, Ministries, Departments and Statutory Bodies)
- Computerization to accommodate the procurement process
- Restructuring of the Organization
- Office accommodation relating to upgrading of present location or relocation on expiration of lease

# ORGANIZATIONAL STRUCTURE

## STRUCTURE OF THE ORGANIZATION

The current structure of the Board with particular reference to the Technical Section has been so designed to facilitate maximum utility of the human and other resources. Strategies are to be developed for promoting transparency, accountability and value for money towards a new procurement regime which would enhance output and outcomes while at the same time promoting a culture of loyalty and commitment.

## TECHNICAL SECTION

This section falls under the Director of Contracts who is Head of the Central Tenders Board Division and also Chairman of the Board. It is divided into three (3) sub groups; one group of technical officers being supervised by the Deputy Director and each of the remaining two being supervised by Assistant Directors.

The primary responsibilities of the three (3) managers are:

- to assist the Director in determining policy and procedures for the award of contracts and the disposal of unserviceable/surplus articles owned by Government
- to advise Government Agencies of the principles and practices governing tendering procedures and the award of contracts
- to monitor specific areas of the Central Tenders Board's activities

To assist in the realization of the functions as outlined above, the Directorate, comprising the Director, Deputy Director and Assistant Directors, is assisted by a cadre of twenty (20) Contracts Officers.

# ORGANIZATIONAL STRUCTURE

## ADMINISTRATIVE SECTION

This section complements the Technical Section and provides administrative support to the Central Tenders Board. An Administrative Officer IV manages this section. There are twelve (12) officers along with ten (10) manipulative persons assigned to this section to assist in the day-to-day operations.

## SECRETARIAT

This section interfaces and acts as a link between the Technical Section and the Board. It comprises an Administrative Officer II as Secretary to the Board and two (2) other officers.



# COMPOSITION OF THE BOARD

## COMPOSITION OF THE CENTRAL TENDERS BOARD

The Legislation defines the composition of the Board, sub-committees and special committees with specific financial limits for the making of awards and disposal of surplus and unserviceable articles. All committees act for and on behalf of the Board and follow the same procedures.

The President appoints at least five (5) Public Officers, and three (3) Members at large, as may be necessary, to complete the membership of the Board.

The present Board is composed of eight (8) Members consisting of the following:

- 1) Director of Contracts – Chairman of the Board
- 2) Deputy Director of Contracts – Deputy Chairman of the Board
- 3) Permanent Secretary, Ministry of Trade and Industry
- 4) Comptroller of Accounts
- 5) Chief State Solicitor
- 6) Member at large
- 7) Member at large
- 8) Member at large

## COMPOSITION OF SUB-COMMITTEES OF THE BOARD

### TENDERS COMMITTEES IN REGIONAL AND MUNICIPAL CORPORATIONS AND STATUTORY BOARDS

Such Committees are composed of five (5) Members consisting of the following:

- 1) Member of the Directorate of the Central Tenders Board – Chairman
- 2) Member of the Respective Corporation's Council
- 3) Member of the Respective Corporation's Council
- 4) Member at large
- 5) Member at large

Members are nominated by the Honourable Minister of Local Government and are appointed by the Honourable Minister of Finance.

# COMPOSITION OF THE BOARD

## COMPOSITION OF SUB-COMMITTEES OF THE BOARD

### TENDERS COMMITTEES IN MINISTRIES AND DEPARTMENTS

Such Committees are composed of three (3) Members consisting of the following:

- 1) Member of the Directorate of the Central Tenders Board – Chairman
- 2) Member – ex-officio Officer
- 3) Member – ex-officio Officer

The Chairman is a member of the Directorate of the Central Tenders Board. Members are nominated by the Honourable Minister of the relevant Ministry or the Head of the Department and are appointed by the Honourable Minister of Finance.

### SPECIAL MINISTERIAL COMMITTEES OF REGIONAL CORPORATIONS

Such Committees are composed of three (3) Members consisting of the following:

- 1) The Permanent Secretary responsible for the Regional Corporations or his representative – Chairman
- 2) The Chief Executive Officer – Member
- 3) The County Superintendent – Member

# COMPOSITION OF THE BOARD

## COMPOSITION OF THE SPECIAL COMMITTEE OF THE BOARD

### THE OFFICE MACHINES, APPLIANCES AND FURNITURE COMMITTEE

There is one (1) Special Committee of the Board which “shall be comprised of such officers as the Minister of Finance shall from time to time nominate, one of whom shall be an ex-officio Member of the Board”.

The composition of this committee is as follows:

- 1) Director of Contracts – Chairman
- 2) Director of Budgets
- 3) Director, Property and Real Estate Management Services Division, Ministry of Public Administration
- 4) Property Manager, Furniture Branch, Ministry of Works and Transport

## REPRESENTATION ON OTHER TENDERS COMMITTEES

The Director of Contracts or his/her nominee represents the Central Tenders Board on Tenders Committees of State Agencies/Statutory Bodies, even though the State Agency or Statutory Body does not fall under the purview of the Board.

In most cases, the Board is represented where the value of contracts exceeds the stipulated financial limit e.g.:-

- Port Authority of Trinidad and Tobago – over TT\$5,000,000
- Public Transport Service Corporation – over TT\$250,000

The Board is also represented on the Special Tenders Committee of the Ministry of National Security whenever the value of contracts is over one hundred thousand dollars (TT\$100, 000).

# AGENCIES UNDER THE BOARD

## GOVERNMENT MINISTRIES

The Central Tenders Board accepts written requests from ALL Government Ministries for the Supply or Purchase of Articles, Services or Works for projects. All requests are accompanied by the relevant Tender Documents and an indication that the necessary funding is available.

## STATE DEPARTMENTS AND AGENCIES

The Central Tenders Board also accepts written requests for the Supply or Purchase of Articles, Services or Works for particular projects from the following State Agencies:

- Auditor General
- Integrity Commission
- Judiciary (Supreme Court and Magistracy)
- Industrial Court
- Office of the President
- Ombudsman
- Parliament
- Personnel Department (Chief Personnel Officer)
- Service Commissions Department
- Sugar Industry Labour Welfare Committee
- Tax Appeal Board

## RELATIONSHIP OF THE BOARD WITH EXTERNAL AGENCIES

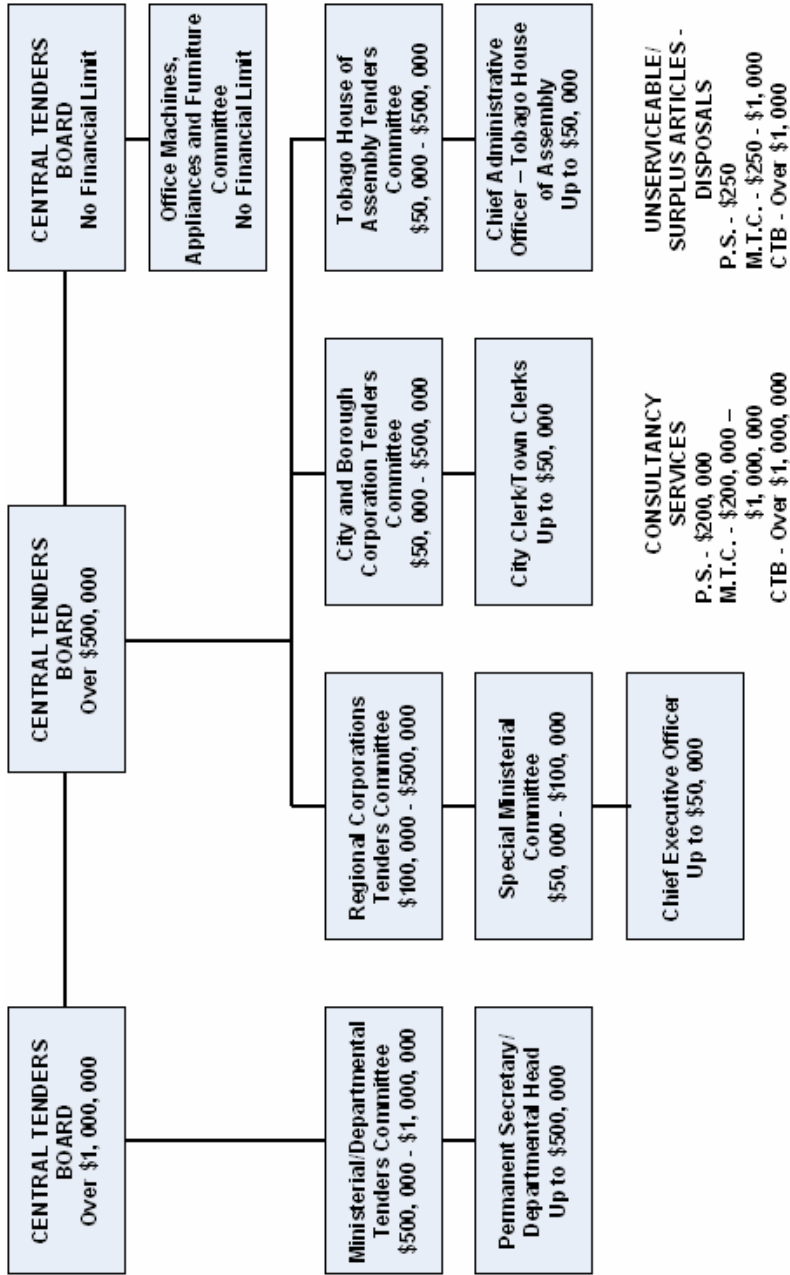
The Board has had on occasions to spend time to align its requirements and procedures with those of the international lending agencies such as the:

- Inter-American Development Bank (I.D.B.)
- International Bank for Reconstruction and Development (IBRD)
- European Economic Community (E.E.C.)
- Caribbean Development Bank (C.D.B.).

All efforts are made to preserve the sovereignty of our legislation, but for harmonious relationships, there is agreement where it does not infringe the law.

# FINANCIAL LIMITS

## CENTRAL TENDERS BOARD AND SUB-COMMITTEES FINANCIAL LIMITS



# REGISTRATION PROCESS

## THE CENTRAL TENDERS BOARD REGISTRATION PROCESS FOR SUPPLIERS, CONTRACTORS AND CONSULTANTS

Any person (individual or firm) interested in registering their business with the Central Tenders Board is advised to follow the proceeding steps:

- 1) Each applicant is required to obtain the relevant registration forms (Supplier, Contractor or Consultant) from the Central Tenders Board office or download from the Ministry of Finance website at <http://www.finance.gov.tt>.
- 2) Applicants must complete the forms, with all necessary information required therein, and return the registration forms to the Central Tenders Board along with the following documents:
  - Certificate of Incorporation of the applicant's company
  - Certificate of Registration under the Business Names Act (in the case of a partnership)
  - Certificate of Continuance
  - Income Tax Certificate with File Number
  - Value Added Tax (VAT) Registration Certificate and Number
- 3) All documentation returned to the Registration Clerk will be verified and assessed for compliance with the requirements.
- 4) Once applications have been approved, the applicant or company is notified in writing, by the Board's Secretariat that they have been registered under the particular category for which they have applied.

# REGISTRATION PROCESS

## CONSULTANCY SERVICES

In the case of Consultancy Services, the form is assessed by the Central Tenders Board's Cabinet appointed Panel for compliance with the requirements. If the Panel requires clarification on any one aspect of the information in the form, the applicant can be called in for an interview or written to, so that the necessary information can be submitted to the Central Tenders Board.

Once the Central Tenders Board Panel completes its assessment, a recommendation is submitted to the Board for its consideration in the particular discipline of registration.

Once applications have been approved by the Board, the applicant or company is notified in writing, that they have been registered under the particular discipline/category for which they have applied.

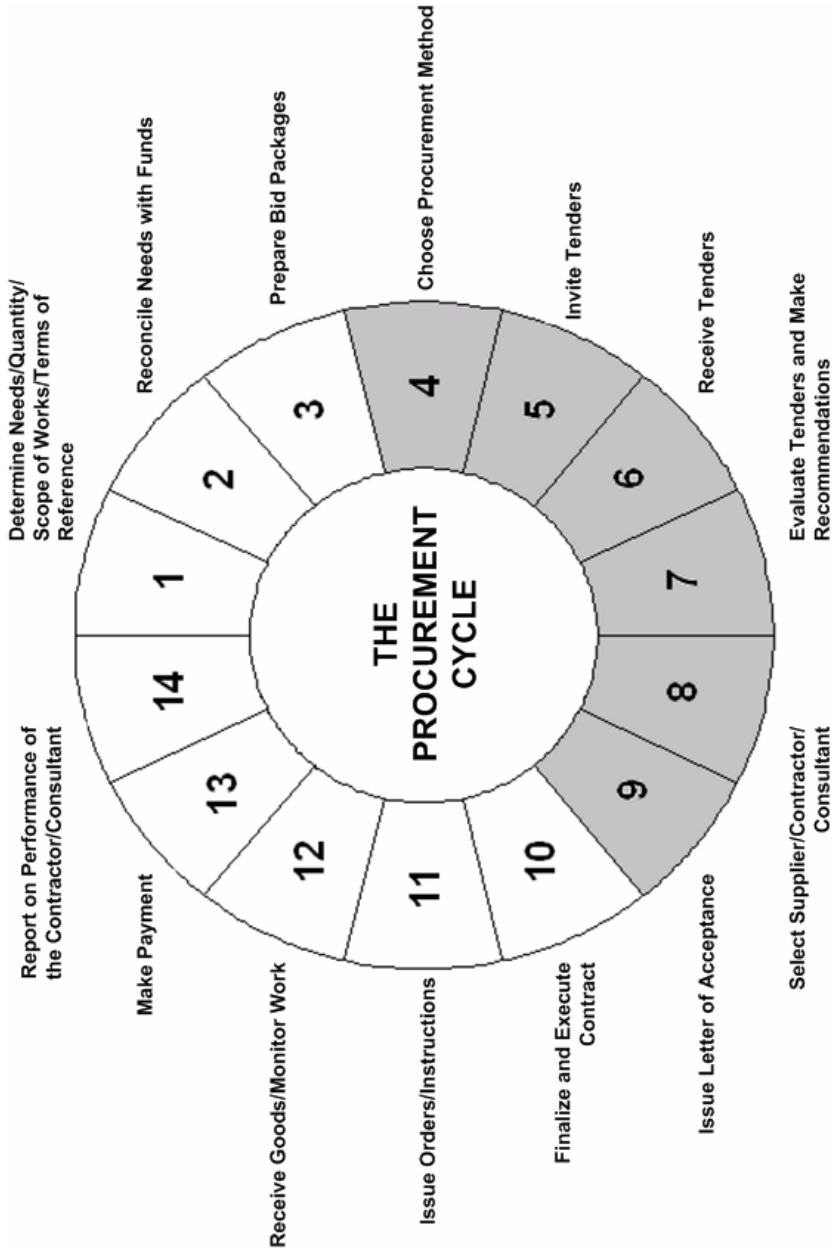
## REGISTRATION RECORD

At the Central Tenders Board, there are Two (2) Registers kept for recording information on the Registration of an individual, partnership, firm or company, consortium, or joint venture; one is for Consultants and the other is for Contractors in the categories of Supplies and Services, including Civil Works and Building Construction.

These Registers are frequently consulted when inviting persons selectively to tender. The Registers are updated on an annual basis but persons are free at any time during the year to submit updated information on their registration whenever they have expanded or diversified their business.

# THE PROCUREMENT CYCLE

## THE CENTRAL TENDERS BOARD INVOLVEMENT IN THE PROCUREMENT CYCLE (STEPS 4-9)





# PROCUREMENT METHOD

## PROCUREMENT DEFINED

Procurement can be defined as the acquisition of goods and services including the undertaking of works and consultancy services for use by the client organization. Procurement is therefore a comprehensive process that includes inter-alia design, publicity, tendering, receiving, opening and evaluation of offers, award and signing of contract, guarantees, installation, testing and start up operation, service and maintenance.

Public Procurement refers to the acquisition by public bodies, such as Government Ministries, Departments, Municipal Bodies and State Enterprises, of various goods, property and services that are required to accomplish specified public purposes. This is done by entering into a contract with another entity. Public monies are used to facilitate this process.

## THE PROCUREMENT METHOD OBSERVED BY THE CENTRAL TENDERS BOARD

The current legal and regulatory framework embodied in the Central Tenders Board Ordinance (No. 22-1961, as amended) applies mainly to Government Ministries and Departments and some statutory authorities. There are other agencies, including State-owned enterprises, statutory authorities and civil society, which utilize public funds and follow procurement practices that fall outside the umbrella of the Ordinance. Currently public procurement is largely limited to the tendering stage in which offers of supply are invited and contracts are awarded.

The following is a synopsis of the Procurement Method observed by the Central Tenders Board:

- The Client Ministry or Department conducts a needs assessment, reconciling its needs with available funding. A Bid Package is subsequently prepared and submitted to the Central Tenders Board Division.
- Upon receipt of the Bid Package, the Central Tenders Board reviews the documents and ensures that they conform to the Central Tenders Board Regulations and Procedures.

# PROCUREMENT METHOD

## THE PROCUREMENT METHOD OBSERVED BY THE CENTRAL TENDERS BOARD (CONT'D)

- Once all documentation received from the Client Ministry is reviewed and found to be within the proper procedures, the Central Tenders Board invites Bids/Tenders publicly or selectively.
- Tenders are invited publicly by advertising Tender Notices locally, in the Press and in at least two (2) newspapers of wide circulation; and internationally, in reputable Journals and the Development Business Forum. Tenders are also available for download on the Central Tenders Board's website: [www.finance.gov.tt](http://www.finance.gov.tt).
- Tenders are invited selectively from a shortlist of Registered Contractors, Consultants and Firms that have all undergone a Prequalification Exercise.
- Tenders received are opened publicly on the closing date of the Tender and are forwarded to an Evaluation Team approved by the Board.
- The Central Tenders Board then reviews the Evaluation Reports prepared by the team. The Evaluation Team may also be required to provide explanations of aspects of their report.
- The Award of Contract is subsequently decided upon by the Central Tenders Board.
- Letters of Acceptance are issued to successful bidders by the Central Tenders Board Division.
- In the case of major projects, the form of contract Agreement is prepared by the Chief State Solicitor's Office who formally arranges the execution of the contract Agreement by parties to the contract.
- All Contracts awarded are published monthly by the Central Tenders Board in the Trinidad and Tobago Gazette and on the

# PROCUREMENT METHOD

## THE PROCUREMENT METHOD OBSERVED BY THE CENTRAL TENDERS BOARD (CONT'D)

organization's website. Copies of the Contracts awarded are also submitted to the Auditor General.

- The Client Ministry or Department is responsible for administering the contract. However, the Central Tenders Board may become involved in this stage of the process only if called upon to resolve a dispute or approve a variation to the contract outside of the client's jurisdiction.
- A report is submitted to the Central Tenders Board, upon completion of the contract, which in turn authorizes the release of Performance Bonds and the refund of deposits. The Auditor General is responsible for financial audits.
- Tender committees within the Client Ministries or Departments may act for the Central Tenders Board within limits, as provided by the Central Tenders Board Ordinance (No. 22-1961, as amended). Such committees are chaired by representatives of the Central Tenders Board and follow the procedures of the Division. In cases where the value of the acquisition is below a certain limit, the committee has the ability to award the contract.
- Permanent Secretaries and Departmental Heads can also procure goods and services below a certain financial limit. All Financial Limits are defined in the Regulations, Rules and Procedures of the Central Tenders Board.
- Most statutory bodies, all State-owned enterprises and NIPDEC are fully responsible for their own procurement procedures. Agencies/Bodies outside of the governance of the Central Tenders Board may be engaged by Government Ministries as Contractors for major capital works.
- State enterprises are required to invite a representative of the Central Tenders Board to sit on panels considering Tenders above a certain level. The award of contracts by these agencies is subject to monitoring by a Central Audit Committee, established within the Ministry of Finance.

# TENDERING PROCESS

## TENDERING PROCESS

The following is a synopsis of the Tendering Process carried out by the Central Tenders Board:

- The Client or Ministry forwards a written request to the Central Tenders Board for the Supply or Purchase of an Article, Service or Works for a particular project. This request is accompanied by the relevant Tender Documents and a Memorandum from the Permanent Secretary of the Ministry of Finance, indicating that the necessary funding is available. Requests include:
  - 1) Estimated cost of project
  - 2) Project specifications
  - 3) The Client's contact Information (addresses, telephone numbers, etc.)
  - 4) Reasons for selective tendering
- The Central Tenders Board, through its Technical Unit, then:
  - 1) Reviews the Tender Documents to ensure conformity to Central Tenders Board Regulations and Procedures
  - 2) Seeks the approval of the Board's for selective tendering
  - 3) Requests the approval of the Minister of Finance, if selective tendering is necessary
- The Central Tenders Board then prepares the Bid Package which includes:
  - 1) Tender Notice OR Letter of Invitation (stating the closing date and time for the submission of bids)
  - 2) Project Specifications
  - 3) Instructions to Tenderers
  - 4) Draft Contract from the Chief State Solicitor
  - 5) Terms and Conditions of Contract
- The Invitation to Bid/Tender Notice is advertised in the newspapers and on the Central Tenders Board's website: [www.finance.gov.tt](http://www.finance.gov.tt)

OR

The Letter of Invitation is issued to selective tenderers with a closing date for the receipt of bids/offers

# TENDERING PROCESS

## TENDERING PROCESS (CONT'D)

- Interested persons (individuals or firms) collect the relevant Bid Package/Tender Documents from the scheduled Contracts Officer after paying a specified deposit to the Cashier in the Accounting Section.
- Prospective Bidders deposit bids in the Tenders Box, located at the Central Tenders Board Division, on or before the appointed closing date. **ALL BIDS RECEIVED AFTER THE CLOSING DATE WILL BE REJECTED.**
- The Tenders Box is closed at the stipulated time. The tenderers or their representatives present at the opening must sign the attendance register.
- Two members of the Board are present to publicly open the Tenders Box. The Bids/Proposals received are opened soon after the appointed closing time and date. The names of the Tenderers and tender prices and/or name/s of the Consultants are announced by the Board's representative. All tenders or proposals received are recorded on the Schedule of Tenders Received Form. A report is made on the Tender Opening process.
- Thereafter, the Bids/Proposals are sent to the Chairman of the Evaluation Team for evaluation by members of the Evaluation Committee on the basis of predetermined criteria.
- The Chairman of the evaluation team forwards their recommendations to the Central Tenders Board in the form of an Evaluation Report.
- Once the Evaluation Report, including recommendations, is received from the evaluation team, the following steps are taken by the Division:

# TENDERING PROCESS

## TENDERING PROCESS (CONT'D)

- 1) The Evaluation Report is checked for conformity with the Central Tenders Board Regulations and Procedures
- 2) The recommendations are submitted to the Board for consideration
  - The Board meets twice per month to consider and award contracts to the lowest evaluated bidder that satisfies the project specifications or criteria. The Board also has the authority to reject tenders.
  - The Secretariat of the Board will inform the Technical Unit of the Board's decision. In the case of acceptance by the Board, the Contracts Officer will prepare the appropriate Letter of Award for approval and signature by a member of the Directorate.
  - The Central Tenders Board Division will subsequently issue:
    - 1) The Letter of Award and Specimen Performance Bond to the successful bidder
    - 2) A Memorandum to the Client Division and the following attachments:
      - A copy of the accepted Tender and accompanying brochures
      - The Letter of Award of Contract
      - The Contract Completion Report Form
    - 3) Letters to unsuccessful tenderers

# TENDERING PROCESS

## TENDERING PROCESS (CONT'D)

- **The successful Contractor pays a Cash Performance Deposit or provides a Performance Bond stamped by the Board of Inland Revenue. If the Cash Performance Deposit or Bond is not paid or established within the stipulated time, the Central Tenders Board Division issues a reminder note. Once the Cash Performance Deposit or Bond is paid or established, the Client is informed and the order issued. The Cash Performance Deposit is paid by either cash or by certified cheque to the Director of Contracts.**
- **An agreement is signed between the Client and the Contractor. The agreement is prepared by the Office of the Chief State Solicitor.**
- **The Client Division then ensures that all services/equipment are delivered and the Terms and Conditions of the contract are fulfilled.**
- **At the end of the actual contract period, a Contract Completion Report is submitted to the Central Tenders Board by the Client.**
- **If the contract is reported as satisfactorily completed the Central Tenders Board either:**
  - 1) **Writes a letter to the Contractor arranging for the refund of the Cash Performance Deposit and issues an internal Memorandum to the Accounting Assistant of the Central Tenders Board**

OR

- 2) **Authorizes the release of the Bond by issuing a letter to the Contractor and Financial Institution (Surety)**

# TENDERING PROCESS

## TENDERING PROCESS (CONT'D)

- However, if the Client Ministry reports that the Contractor's performance is unsatisfactory, the Firm is asked by the Central Tenders Board Division for explanations within a given deadline. The Client Division is then asked to comment on the explanations received from the Contractor. Thereafter the Central Tenders Board decides if to:
  - 1) Refund or Release the Cash Performance Deposit/Bond  
OR
  - 2) Forfeit the Cash Performance Deposit/Bond

The Contractor is notified accordingly of the Board's decision.



# INSTRUCTIONS TO TENDERERS

## SUBMISSION OF TENDERS

Contractors are advised to take note of the following when submitting Tenders:

- Carefully read all instructions included in the Tender Notice or Letter of Invitation.
- Collect all Tender Documents in accordance with the instructions in the Tender Notice.
- Comply with all instructions given in the tender documents.
- Ensure that the following documents are submitted along with the Tender:
  - 1) Valid Income Tax, Value Added Tax, and National Insurance Compliance Certificates
  - 2) Tender Deposit Receipt (where applicable)
  - 3) Bid Bond duly stamped by the BIR (where applicable)
  - 4) Properly completed and signed Tender Form
  - 5) Supportive literature, pamphlets and brochures
- The Tender must be signed by the person making the offer or by an authorized officer.
- The Tender must have the following information as requested in the Tender Documents:
  - 1) Address, telephone and fax numbers, E-Mail addresses
  - 2) The Company's profile
  - 3) Customer references
  - 4) Bank references
  - 5) Permission to contact references
  - 6) Completed Bills of Quantities
  - 7) List of key personnel
  - 8) List of completed projects
  - 9) List of current projects
  - 10) List of equipment
  - 11) Three (3) years audited financial statements (where applicable)
  - 12) Price (Contractors are advised to show the Tender price separately from VAT)

# INSTRUCTIONS TO TENDERERS

## SUBMISSION OF TENDERS (CONT'D)

- Submit the number of copies as requested in the Tender Notice or Letter of Invitation.
- Initial all corrections.
- Seal and address envelopes as stated in the Tender Notice or Letter of Invitation.
- Place the completed Tender in the Tenders Box located at the Central Tenders Board Division before the published closing date and time. LATE TENDERS WILL NOT BE ACCEPTED UNDER ANY CIRCUMSTANCES.
- The Tenderer or authorized representative may attend the Public Opening of Tenders.

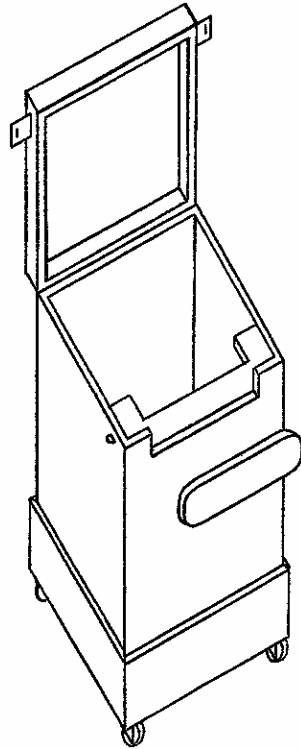
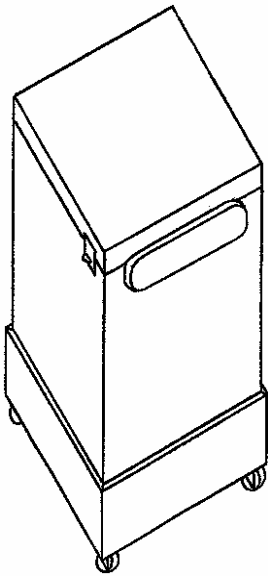
## TENDERS BOX DIAGRAMS

Tenders Boxes are housed at the Central Tenders Board Division and are used to receive Tenders/Bid packages submitted by prospective Tenderers. The Tenders Box is secured by two (2) heavy-duty padlocks. One (1) set of keys is held by the Chairman of the Board and the other set is held by another member of the Board.

The Tenders Box is opened publicly by the Chairman and one Board member on the appointed closing date and time for receipt of Tenders. The Tenders Boxes used by the Division are composed of wood and are approximately 60cm x 60cm x 100cm (Length x Breadth x Height). The slot to accommodate Tenders/ Bid packages is approximately 37.5cm x 5.5cm (Length x Breadth).

The following pages illustrate both isometric and orthographic views of the Tenders Box utilized by the Central Tenders Board Division.

# TENDERS BOX DIAGRAMS



CENTRAL TENDERS BOARD

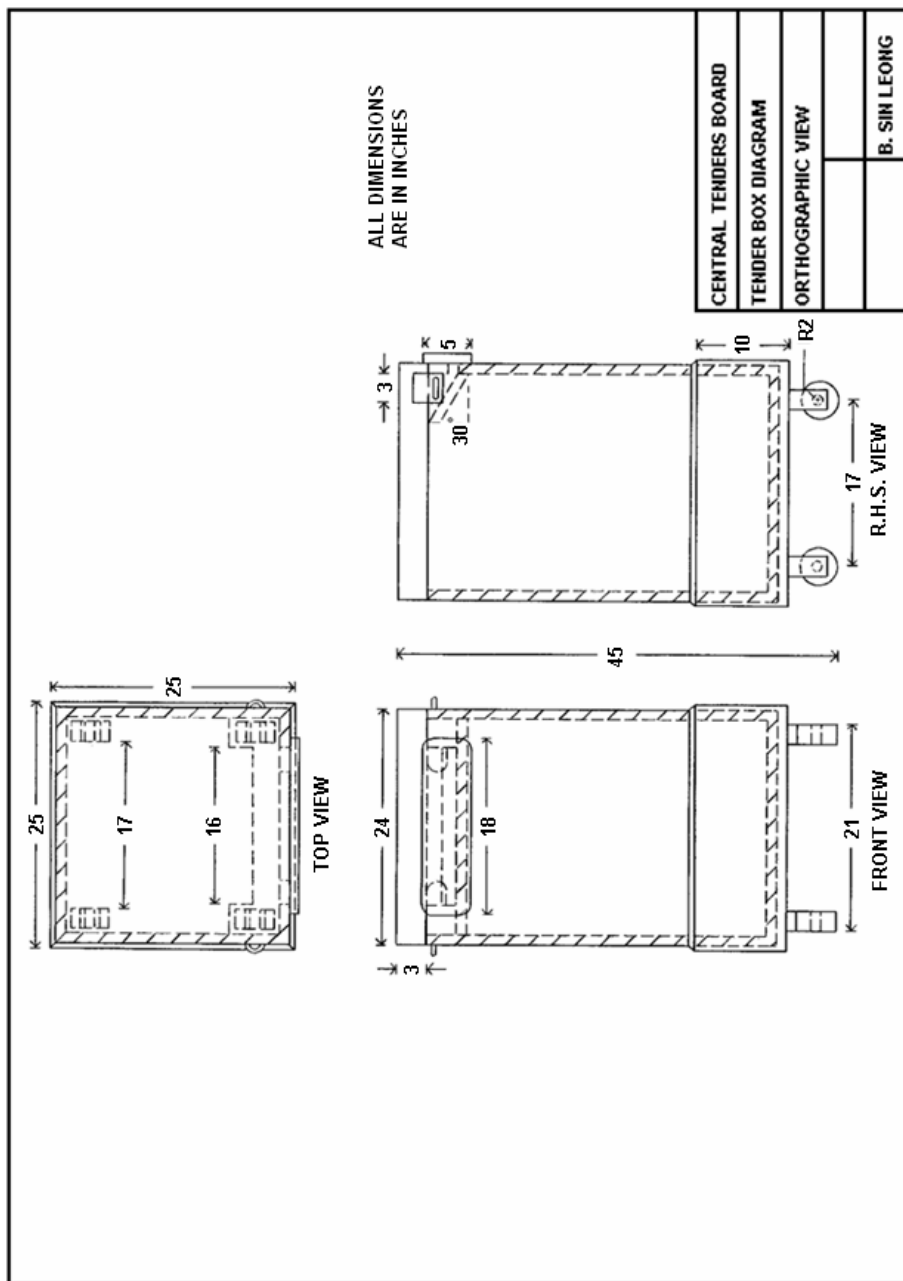
TENDER BOX DIAGRAM

ISOMETRIC VIEW

1mm:1"

B. SIN LEONG

# TENDERS BOX DIAGRAMS



CENTRAL TENDERS BOARD

TENDER BOX DIAGRAM

ORTHOGRAPHIC VIEW

B. SIN LEONG

# PROCEDURES FOR HIRING CONSULTANTS

## PROCEDURES FOR HIRING CONSULTANTS

The following procedures are to be followed when hiring Consultants:

- 1) The Ministry/Department requesting the engagement of the Consultant should have established the objectives for the consultancy services and prepared Requests for Proposals or Terms of Reference for submission to the Central Tenders Board along with the official request and evidence of funding.
- 2) When requested, the Central Tenders Board Division will invite expressions of interest from prospective Consultants through a public notice in the daily newspapers or International Journal of wide circulation.
- 3) An Evaluation Committee approved by the Board will be asked to evaluate the applications/questionnaires received and prepare a Short List for approval by the Board.
- 4) Proposals will be invited from all approved short listed consultants. Documents to be collected include Request for Proposal or Terms of Reference and a copy of draft Contract Agreement.
- 5) The Evaluation Committee will then evaluate the proposals received and submit an Evaluation Report with merit ratings including detailed scorings of the consultants based on weighted criteria, which were included in the Terms of Reference.
- 6) The Central Tenders Board will then consider:
  - the merit rating,
  - the commencement of negotiations with the 1st ranked consultant,

and grant approval accordingly.

# PROCEDURES FOR HIRING CONSULTANTS

## PROCEDURES FOR HIRING CONSULTANTS (CONT'D)

- 7) Following successful negotiations with the 1st ranked consultant, the Central Tenders Board will consider the award of a consultancy contract. If negotiations fail, the Evaluation Committee will then proceed to negotiate with the 2nd ranked consultant and so on.
- 8) A contract Agreement with the preferred consultant will be prepared by the Chief State Solicitor's Office and executed by the parties to the contract (i.e. Client Ministry/Department and Consultant).
- 9) The Client Ministry/Department will then issue the written instructions to the successful consultant to commence the consulting services for the project.
- 10) Upon completion of the consultancy contract, a Performance Evaluation Report on the Consultant is prepared by the client Ministry/ Department and submitted to the Central Tenders Board.

## EVALUATION PROCESS

Tenders or Proposals submitted to the Central Tenders Board are evaluated to determine the lowest evaluated bid or preferred proposal presented. The Evaluation Criteria is stated in the Tender or proposal Documents. The Evaluation Process is confidential and the Evaluation Team, recommended by the Client Ministry, must first be approved by the Central Tenders Board. The Chairman and Members of the Evaluation Team are notified in writing of their selection to the team.

The following procedures are also observed with respect to the evaluation of offers:

- The relevant Permanent Secretary or Departmental Head is informed in writing of the Evaluation Team's approval.
- The Chairman of the Evaluation Team should be informed, beforehand, of any member's inability to remain as a member of the team.
- The team should include personnel in the relevant field of study (for example, Construction Projects should be evaluated by a team consisting of Engineers, Architects, etc.).
- Additional Technical Expertise is provided by Resource Personnel, where applicable.
- Persons instrumental in preparing Specifications, Scope of Services and Terms of Reference or Request for Proposal are not usually allowed to sit on the same team to evaluate Tenders or Proposals. In exceptional cases where this is unavoidable, due to limited resources within which to work, such persons, may at times, form part of the Evaluation Team. Nevertheless, this is not a preferred method of operation.
- The Chairman is charged with the responsibility of guiding the team to a final decision without unduly influencing or persuading the members throughout the process.
- A Confidentiality Clause is attached to all Letters of Appointment.



# EVALUATION PROCESS

## (CONT'D)

- The Chairman is responsible for arranging a place, date and time that are all mutually convenient to the team, to conduct the Evaluation Exercise.
- Notifications of any member's inability to attend any sitting of the Evaluation Exercise are usually submitted beforehand.
- Only approved members of the team are allowed to participate in the exercise.
- The Committee may also co-opt personnel in an advisory capacity, with the Board's approval.
- A meeting is held where the Chairman distributes documents to be perused and the weighting system is discussed. In the case of complex projects, documents may be distributed a few days prior to the meeting and the team may be divided into sub-committees for more detailed work.
- A Preliminary Examination is conducted to ensure that relevant requirements are submitted such as:
  - Bids are properly completed and signed
  - The Bid security is attached
  - The relevant documents and clearance certificates (Tax, N.I.S., V.A.T., etc.) are attached
  - Computation errors are detected and rectified
  - Major deviations from the Terms and Conditions of the contract are identified
  - Technical aspects are scrutinized and a substantial responsiveness is produced
- A summary of the offers is usually prepared and should highlight the following:
  - Comparable prices, converted to one currency
  - Delivery time/Completion period
  - Make and model of items
  - Terms of Guarantee
  - Terms of Payment

# EVALUATION PROCESS

## (CONT'D)

- Technical Factors such as capacity, productivity, operating costs, maintenance and upkeep, life expectancy, quality, compatibility and standardization

## BRIEF ON THE CRITERIA FOR EVALUATION

Each criterion is assigned points, the total of which should be 100. The mean of the points of each member of the Evaluation Team is calculated and this mean is a reflection of the score attained by the prospective Tenderer or Consultant. The Evaluation Criteria must also reflect the minimum score, usually 70, which must be attained for the offer or Proposal to be considered further. Offers or Proposals are subsequently ranked in order of merit. In the case of consultancy, the financial proposals of the highest ranked firm are opened and negotiations are commenced. If an agreement cannot be reached, negotiations are then closed and negotiations are then initiated with the second ranked firm, and so on, until an agreement is reached.

## EVALUATION REPORT

The Chairman of the Evaluation Team tallies the points and finds the average score for each Tenderer or Consultant. An Evaluation Report is then prepared, signed by each member, and is then submitted to the Central Tenders Board for approval. If any member dissents, a separate report, called a Minority Report, is prepared and signed by that member and submitted to the Central Tenders Board.

## CONFIDENTIALITY

All persons having an official duty or who are employed in the Administration of the Central Tenders Board's Ordinance must regard and deal with all documents as confidential. The Division cannot therefore respond to requests for any explanation(s) as to why any Contractor or Consultant did or did not receive an award. However, aggrieved persons can seek information on contracts awarded by following the process under the Freedom of Information Act – 1999, except in the case of exempt documents such as Evaluation Reports.

# EVALUATION CRITERIA

## CRITERIA FOR EVALUATION

Applicants wishing to register with, or submit a Tender or Proposal to the Central Tenders Board, are advised to pay special attention to the following basic Criteria for Evaluation:

### PREQUALIFICATION

- General background and Organization of the Firm
- Available manpower, plant and equipment resources
- Similar Work Experience/Past performance/Track Record
- Financial Capability

### SUPPLIES OF GOODS INCLUDING VEHICLES

- Type of Organization/Organizational Structure
- Past performance/Track Record/Reliability
- Conformance to Specifications
- Delivery period/Completion period
- Ability to train personnel
- Price/available discount price
- Make and Model
- Specification of vehicle
- Availability of spares/replacements
- Track Record/Performance of similar type vehicle
- Warranty offered and maintenance service available

### SECURITY SERVICES

- Organizational Structure of Firm
- General Experience
- Available resources
- Financial capability

### CONSTRUCTION (MAJOR WORKS)

- Organizational Structure of Firm
- Key Qualification/General Experience of personnel for the project
- Construction capacity/Technical capability

# EVALUATION CRITERIA

## CRITERIA FOR EVALUATION (CONT'D)

- Work load of the Firm
- Maximum value of contracts which can be undertaken by the Firm
- Proposed Methodology /Programme of Execution
- Financial capability/Annual turnover of the Firm
- Type of Organization
- Past performance/Track Record
- Ability to train personnel
- Conformance to Specifications
- Guarantees offered/After sales service
- Delivery period/Completion period
- Payment terms
- Cost

## CONSULTING/CONSULTANCY SERVICES

- Conformance to Terms of Reference
- Qualification/Experience of assigned personnel for the project
- Understanding of the assignment/Objectives of the consultancy
- Proposed Methodology/Sequencing of activities, inclusive of innovative ideas, level of detail, maximum compression and ability to provide services
- Programme of Execution/ Implementation Plan/Schedule inclusive of relationship of manpower to schedule, Completion Time, and the supply of progress documentation such as Manpower Charts, Gantt Charts

# EVALUATION CRITERIA

## CRITERIA FOR EVALUATION (CONT'D)

- Available manpower resources, requirements and the utilization of the resources
- Environmental impacts (e.g. the necessity of C.E.C. in the case of a Civil Works Project)
- Interaction with other agencies (e.g. WASA, T&TEC)
- Technology to be utilized
- Assessment of future needs
- Management Support:
  - Quality Assurance and Control systems inclusive of testing, on and off site supervision and Quality Assurance Procedures
  - Support Systems inclusive of key computers/equipment assigned to the project, software (e.g. AutoCAD), hardware/equipment adequacy, transportation, communication, a Cost Control/Accounting System, and a Reporting System
- Use of Local Consultants

## SYSTEM OF BONDED SUPPLIERS AND CONTRACTORS

In an effort to have a speedy flow of materials to Government Divisions with the least possible delay, and to assist them in meeting with requirements of the Exchequer and Audit Act, the related Regulations and the Central Tenders Board Ordinance, the Board seeks Bonded Suppliers for the supply of various items to Ministries and Statutory Boards under the Ordinance on a yearly basis. Such a contract can be described as a Standing and Continuous Offer made by the Contractor and accepted by the Central Tenders Board on behalf of Government and the Statutory Boards.

It must be noted that on each occasion an invoice order for items is placed on the Contractor, a distinct and separate contract is formed between the Contractor and the Ministry or Statutory Body issuing the order. The Central Tenders Board is therefore not involved in the administration of the contract. The Ministry/Department concerned must be guided by the general conditions of contract as is embodied in the “List of Contracts of Supplies and Services for Central Government and Local Government Councils.

Any bonded supplier can terminate his contract by giving the Central Tenders Board thirty (30) days notice in writing from the date of the receipt of the letter at the Central Tenders Board. The Board endeavours to find new suppliers within the thirty day period and issues bulletins to amend the list of contractors when such occasions arise. The conditions also provide, the procedure to be followed if the bonded supplier fails to meet his contractual obligations. The principal benefits derived from a standing offer contract are as follows:

- It provides for continuity of supply and a protected contract price.
- It permits contracting for the essential requirements of all Ministries and Departments on the long term basis and provides a guaranteed price in those situations where exact quantity requirements cannot be determined by the Government Divisions/Bodies.

# ANNUAL SUPPLIES & SERVICES CONTRACTS

## SYSTEM OF BONDED SUPPLIERS AND CONTRACTORS (CONT'D)

- It safeguards a definite standardization of the best product.
- The simplicity of this type of contract results in substantial economic and administration advantages.

## STANDING ORDER CONTRACTS

The conditions relating to this type of contract are usually found in the “Annual List of Contracts for Supplies and Services”. The tenderer must submit their offers in accordance with the specifications for the various items received from the Central Tenders Board and adhere to the conditions of contract which are attached to the tender forms.

The Central Tenders Board issues a Circular Memorandum, as early as the third month in each year (March), to all Ministries/Departments and Statutory Bodies under the Ordinance inviting comments as stated hereunder on existing schedules:

- Whether any new items should be added to the list of supplies
- Whether new items should be included in an existing schedule or be recorded in an entirely new schedule
- Whether an existing item should be excluded
- Whether the description of any article now listed should be changed in any way

# ANNUAL SUPPLIES & SERVICES CONTRACTS

## STANDING ORDER CONTRACTS (CONT'D)

Around the month of January of each year, the Central Tenders Board invites Ministries/Departments to submit reports on any unsatisfactory performance by the bonded contractors, which will be given due weight in the consideration of awards for the following year. Such reports must reach the Director of Contracts before the end of March of each year.

It is advised that purchasing officers peruse the annual list of contracts for supplies etc. as soon as they have been released to avoid audit queries.



## TENDERING PROCESS

Contracts are awarded for supplies and services for the Central Government, Local Government and Statutory Bodies on an annual basis. These contracts constitute a standing and continuing offer by the contractor bonded to the Government to supply particular items at the contracted price, if and when ordered by any of the various Agencies/Bodies during the contract period of one (1) year,

The Tendering Process will begin towards the middle of the year (the issue of invitations – June/July and receipt of tenders – August/September). Evaluations are carried out by various technical units including user agencies e.g. the Ministry of Works and Transport, the Project Unit of the Ministry of Education, the Chief Chemist of the Food and Drugs Division, and a team of Nutritionists drawn from Health Institutions. The contracts are awarded by the Central Tenders Board for a one-year period beginning January 1.

Some of the Annual Supplies and Services Schedules are as follows:

- Groceries
- Hardware
- Household Articles
- Imported Lumber
- Petroleum Products
- School Furniture
- Services (Auctioneer and Customs Brokerage)
- Supply and Transport of Materials
- Water and Sanitary Fittings

The Office Machines, Appliances and Furniture Committee (OMAF) awards contracts for the supply, delivery and installation (where necessary) of Office Machines, Appliances and Furniture for Central Government, Local Government and Statutory Bodies on an annual basis. These contracts constitute a standing and continuing offer by the contractor bonded to the Government to supply particular items at the contracted price, as and when ordered by any of the various Agencies/Bodies during the contract period of one (1) year – January to December.

The Tendering Process begins towards the middle of each year with the issue of invitation in June/July and the receipt of offers in August/September. The evaluation of the offers received is carried out by technical officers of the Ministry of Works and Transport, the Ministry of Education and Government Printery Division. The contracts are awarded by the Office Machines, Appliances and Furniture Committee for a one (1) year period beginning January 1.

Listed below are the categories that fall under Office Machines, Appliances and Furniture Supplies:

- Air Conditioning Units (Mini-Split Type)
- Air Conditioning Units (Window Type)
- Calculating Machines (Heavy Duty)
- Digital Stencil Duplicators
- Electronic Typewriters
- Gas Cooking Ranges (Pedestal Type)
- Metal Furniture for Offices and Quarters
- Photocopying Machines
- Steel Filing Cabinets and Steel Cupboards
- Stenographer Posture and Typist Chairs

# PROCEDURES FOR DISPOSAL

## DISPOSAL OF UNSERVICEABLE/SURPLUS ARTICLES BELONGING TO THE GOVERNMENT

The Central Tenders Board is responsible for the disposal of all Real Estate Property, Unserviceable or Surplus Articles, owned by the Government, with an original value of over \$1,000.00. This method is determined by the recommendations of a Board of Survey carried out on behalf of the Comptroller of Accounts. The Board of Survey may recommend that the articles be repaired, destroyed, donated or sold by public auction.

The Central Tenders Board must approve the recommendations and is required to monitor the method of disposal. A representative of the Central Tenders Board Division is charged with the responsibility of attending and reporting on the public auctions. In the case of the destruction of articles, appropriate certification of this activity is forwarded to the Central Tenders Board. The Central Tenders Board is also informed when the repairs and donations have taken place.

Ministries/Departments may act for the Board to dispose of unserviceable and surplus articles as set out in Section 15 of the Central Tenders Board's Regulations. Statutory Boards and Regional Corporations also follow the same stipulations in Section 15 of the Central Tenders Board's Regulations. The Central Tenders Board is also vested with the authority to dispose of Real Property owned by the Government, by virtue of Presidential Order contained in Legal Notice No. 179 dated 25/7/97.

The Financial Limits for Disposals are as follows:

- P.S. – Up to \$250.00 on original value of item
- M.T.C. – Over \$250.00 - \$1,000.00 on original value of item
- C.T.B. – Over \$1,000.00 on original value of item

# PROCEDURES FOR DISPOSAL

## PROCEDURES FOR DEALING WITH APPLICATIONS FOR THE DISPOSAL OF UNSERVICEABLE/SURPLUS ARTICLES BELONGING TO THE GOVERNMENT

The following procedures are observed by the Central Tenders Board when dealing with Applications for the Disposal of Real Estate Property, Unserviceable or Surplus Articles belonging to the Government:

- Applications for Disposal are received by the Central Tenders Board Division from the Office of the Comptroller of Accounts with an application number assigned by that office.
- Upon receipt of such applications:
  - 1) The scheduled Contracts Officer reviews the form for completion and verifies that it is properly completed. If the application is improperly completed, the Client Ministry or the Office of the Comptroller of Accounts is contacted and the application returned for corrections or explanations.
  - 2) Once the application form is in order, it is registered and updated in the Disposal Register (Note Book).
- Applications for Disposal are submitted to the Central Tenders Board Division with recommendations to:
  - 1) SELL
  - 2) DONATE
  - 3) DESTROY
  - 4) REPAIR

# PROCEDURES FOR DISPOSAL

## PROCEDURES FOR THE DISPOSAL OF ARTICLES RECOMMENDED TO BE SOLD

The following procedures are observed by the Central Tenders Board when dealing with articles that have been recommended to be sold:

- The Client Ministry is written to verify that arrangements should be made for the sale of such items.
- The Ministry is requested to provide the contact information (name, address, telephone number, e-mail address, etc.) of a Contact Person with whom the Auctioneer can communicate (a copy of the Application for the Disposal of Unserviceable Articles is attached to the request).
- Upon receiving a response from the Ministry, a Note is prepared and submitted for the consideration of the Central Tenders Board. If the Note involves vehicles, then the age of the vehicle must be provided in the submission.
- Upon approval by the Board, the Auctioneer is given instructions to arrange for the sale of these items by Public Auction. The name of the Contact Person is then given to the Auctioneer.
- If the items are vehicles, the following information must be provided to the Auctioneer:
  - 1) Registration Number
  - 2) Model
  - 3) Chassis Number
  - 4) Engine Number
  - 5) Location of Vehicle
- For other items, the following information must be provided to the Auctioneer:
  - 1) Descriptions
  - 2) Serial Numbers (where applicable)
  - 3) Location of Articles

# PROCEDURES FOR DISPOSAL

## PROCEDURES FOR THE DISPOSAL OF ARTICLES RECOMMENDED TO BE SOLD (CONT'D)

- The Client Ministry is informed that the Central Tenders Board has approved the application for disposal of the unserviceable articles by Public Auction and that the Auctioneer has been instructed to arrange the sale. A copy of the letter to the Client Ministry is sent to the Auctioneer. A memorandum is also sent to the Stock Verification Unit of the Treasury Division.
- After consultation with the Ministry, the Auctioneer arranges for the sale and informs the Central Tenders Board Division of the date, time and location of the sale and a list of the items to be sold are also provided.
- The Central Tenders Board Division informs the Commissioner of Police, Ministry of National Security that security arrangements are to be put in place for all Auction Sales conducted on behalf of the Board.
- The Auctioneer and the Contracts Officer will both submit a report on the sale upon its completion. The Auctioneer will also present to the Division, the receipt from the Comptroller of Accounts, showing that the proceeds of the sale were deposited.
- The receipt is examined to ensure that the correct amount was deposited and it is then returned to the Auctioneer. A copy of the receipt is placed in the appropriate file.
- The two (2) prepared reports are circulated for the information of the Central Tenders Board.

# PROCEDURES FOR DISPOSAL

## PROCEDURES FOR THE DISPOSAL OF ARTICLES RECOMMENDED TO BE DONATED

The following procedures are observed by the Central Tenders Board when dealing with articles that have been recommended to be donated:

- The Application for Disposal, from the Client Ministry, is reviewed and should be accompanied by a written confirmation from the recipient Ministry or Organization, stating that they are willing to receive the items.
- If no written confirmation is included along with the application, the recipient Ministry or Organization is issued a letter inquiring as to their willingness to accept the items.
- Upon receiving a response from the recipient Ministry or Organization, a Note is prepared for the consideration of the Central Tenders Board.
- Upon receiving approval from the Central Tenders Board, the Client Ministry is informed of the Board's decision to donate the items to the recipient Ministry or Organization.
- The receiving Ministry or Organization is also informed of the Board's approval of the donation of the items.
- A copy of the Memorandum is issued to the Comptroller of Accounts.
- The Client Ministry is advised to inform the Central Tenders Board as to the completion of the transactions.

# **PROCEDURES FOR DISPOSAL**

## **PROCEDURES FOR THE DISPOSAL OF ARTICLES RECOMMENDED TO BE DESTROYED**

The following procedures are observed by the Central Tenders Board when dealing with articles that have been recommended to be destroyed:

- A Note is prepared for the consideration of the Central Tenders Board.
- Upon receiving approval from the Central Tenders Board, the Client Ministry is informed of the Board's decision to destroy the items. The Ministry is also advised to observe all the rules and regulations of the Environmental Management Authority (EMA).
- A copy of the Application for Disposal is forwarded to the Client Ministry and a memorandum is sent to the Stock Verification Unit, Treasury Division and the Auditor General.
- Thereafter, a Destruction Certificate is to be submitted by the Client to the Central Tenders Board.

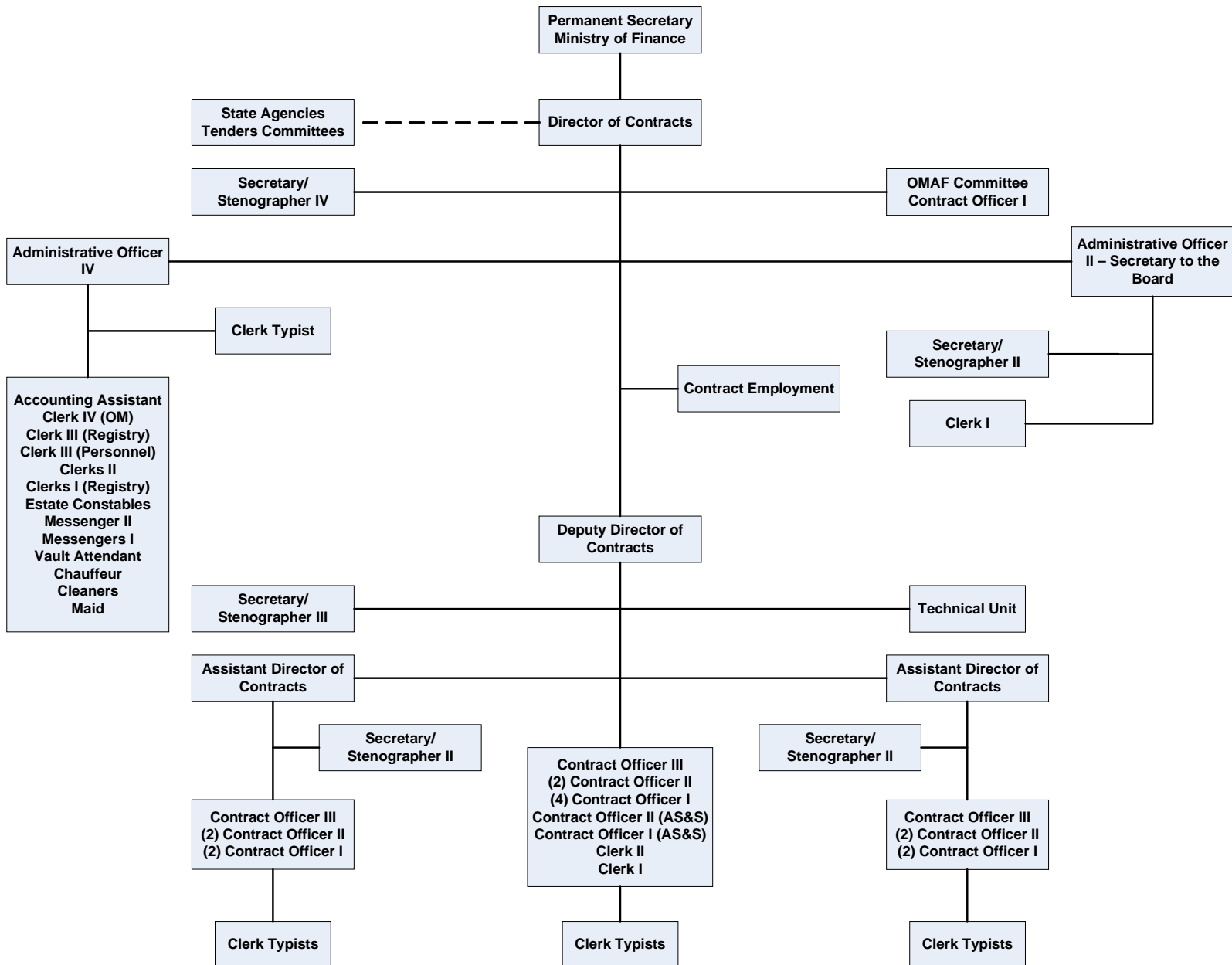
## **PROCEDURES FOR THE DISPOSAL OF ARTICLES RECOMMENDED TO BE REPAIRED**

The following procedures are observed by the Central Tenders Board when dealing with articles that have been recommended to be repaired:

- A Note is prepared for the consideration of the Central Tenders Board.
- If articles recommended to be repaired are approved by the Central Tenders Board, the Client Ministry is advised to take the necessary action to have the items repaired and returned to service.
- Thereafter the Client Ministry informs the Central Tenders Board of the repairs that have been carried out.



# ORGANIZATIONAL CHART



**FIGURE 1**  
**ORGANIZATIONAL CHART OF THE CENTRAL TENDERS BOARD**





[www.finance.gov.tt](http://www.finance.gov.tt)

The information presented herein is subject to change. Please contact the Central Tenders Board Division for verification of the information presented.

**CONTENT PRESENTED BY:**

The Director of Contracts  
&  
The Central Tenders Board Division

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