

INTERNATIONAL CENTRAL TENDERS BOARD TENDER NOTICE

Provision of Consulting Services to Conduct a Job Evaluation and Compensation Exercise in the Trinidad and Tobago Prison Service for the Personnel Department

The Personnel Department is desirous of conducting a technology driven job evaluation exercise for all officers in the Trinidad and Tobago Prison Service (TTPS) consequence on the introduction of Transformation and Penal Reform Initiatives and to install an efficient and effective classification and compensation system relevant to the present and future needs of the Prison Service.

In this regard, the Central Tenders Board is seeking proposals from consulting firms for the Provision of Consulting Services to Conduct a Job Evaluation and Compensation Exercise in the Trinidad and Tobago Prison Service for the Personnel Department.

Bid packages may be obtained during normal working hours from the Central Tenders Board's Office at Address (1) below, and any further information may be obtained from Mrs. Judy Bailey-Roach, Ag. Director, Compensation Management Division, 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 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 CONDUCT A JOB EVALUATION AND COMPENSATION EXERCISE IN THE TRINIDAD AND TOBAGO PRISON SERVICE FOR THE PERSONNEL DEPARTMENT."

ENVELOPE # 2 - FINANCIAL PROPOSAL - "PROVISION OF CONSULTING SERVICES TO CONDUCT A JOB EVALUATION AND COMPENSATION EXERCISE IN THE TRINIDAD AND TOBAGO PRISON SERVICE FOR THE PERSONNEL DEPARTMENT."

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

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

The envelopes must be deposited in the **BROWN** Tenders Box located in the lobby of the Board's Office not later than **1.00 p.m. on THURSDAY 11th SEPTEMBER, 2014.**

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. An authorized 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)

Mrs. Judy Bailey-Roach
Ag. Director
Compensation Management Division
Personnel Department
39 Frederick Street
Port of Spain
Republic of Trinidad and Tobago
Telephone No.: 1 (868) 627-4418
Fax No. : 1 (868) 623 – 8609
Email address: bailey-roach@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: 16/3/297
August 20, 2014**