

TENDER NOTICE

CENTRAL TENDERS BOARD

Engagement of a Consulting Firm to Conduct Data Analysis and Preparation of Reports of the 2014 Survey of Living Conditions (SLC) for the Ministry of the People and Social Development

The Ministry of the People and Social Development in collaboration with the Ministry of Planning and Sustainable Development and the Central Statistical Office is under-taking a 2014 Survey of Living Conditions (SLC) and is seeking to engage a Consulting Firm to conduct the following:

- Analysis of the 2014 Survey of Living Conditions (SLC) Dataset
- Preparation and Write-Up of Living Conditions and Poverty Reports
- Training of Staff in the Analysis of the Data and Write-Up of Living Conditions and Poverty Reports

Surveys of Living Conditions (SLC) provide high quality, timely and comprehensive data on most aspects of household welfare and living standards. The use of the (SLC) data in poverty assessments helps to ensure that efforts to reduce poverty can be guided by quantitative information on levels, causes and consequences of poverty.

Proposals are now invited from eligible firms to Conduct Data Analysis and Preparation of Reports of the 2014 Survey of Living Conditions (SLC) for the Ministry of the People and Social Development.

Bidding documents may be obtained during normal working hours from Monday to Friday 8:30 a.m. to 3:00 p.m. 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 from Mr. Gary Tagallie, Director, Poverty Reduction and Eradication Research and Policy Unit (PRERPU), Ministry of the People and Social Development, CL Financial Building, 39-43 St. Vincent Street, Port of Spain at telephone No:1-868- 625-8731 or Mrs. Derryn Carter-Rennie, Senior Research Specialist at telephone No: 1- 868- 623-2608 Ext. 5231.

A **pre-bid meeting** will be held for prospective bidders at **9:00 a.m. on Tuesday 09 December, 2014** at the Poverty Reduction and Eradication Research and Policy Unit (PRERPU), Ministry of the People and Social Development, CL Financial Building, 39-43 St. Vincent Street, Port of Spain.

Proposals, where applicable **must** be accompanied by valid Income Tax and Value Added Tax Clearance Certificates issued by the Board of Inland Revenue and a 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 separately sealed envelopes clearly marked on the outside:

Envelope # 1 -Technical Proposal

“Engagement of a Consulting Firm to Conduct Data Analysis and Preparation of Reports of the 2014 Survey of Living Conditions (SLC) for the Ministry of the People and Social Development”

Envelope# 2 - Financial Proposal

“Engagement of a Consulting Firm to Conduct Data Analysis and Preparation of Reports of the 2014 Survey of Living Conditions (SLC) for the Ministry of the People and Social Development”

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 and 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 18th December, 2014.**

Consultants should note that the dimensions of the **slot** in the tenders Box are **37.5cm x 5.5 cm** and as such, tenders 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 bidding process in its entirety or partially, without defraying any cost incurred by any firm in submitting their proposal.

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

Jenepha Khan
Chairman
Central Tenders Board