

TENDER NOTICE

CENTRAL TENDERS BOARD

Provision of Consultancy Services to Design and Implement a Customer Relations and Protocol Training Programme for Members of the Trinidad and Tobago Police Service and the Immigration Division for the National Security Training Academy (NSTA), Ministry of National Security

Proposals are invited for the Provision of Consultancy Services to Design and Implement a Customer Relations and Protocol Training Programme for members of the Trinidad and Tobago Police Service (TTPS) and the Immigration Division for the National Security Training Academy (NSTA), Ministry of National Security.

Bidding documents may be obtained during normal working hours at the Central Tenders Board's Office, 116 Frederick Street, Port of Spain. Telephone No. 1(868) 625-3565.

A pre-bid meeting will be held on Tuesday May 12, 2015 at 10:00 a.m. at the National Security Training Academy, Ground Floor, Multi-Purpose Building, Camp Cumuto, Wallerfield, Arima.

Any further technical information can be obtained during normal working hours from:

Mrs. Amber E. Denoon
Deputy Director General
National Security Training Academy
Ground Floor
Multi-Purpose Building
Camp Cumuto
Wallerfield
Arima
Telephone No. 481-7159
amberdenoon@gmail.com

Proposals 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 for submission of proposals.
- (ii) Valid Certificate of Compliance issued in accordance with the National Insurance Act.

An original and six (6) 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 Consultancy Services to Design and Implement a Customer Relations and Protocol Training Programme for Members of the Trinidad and Tobago Police Service and the Immigration Division for the National Security Training Academy (NSTA), Ministry of National Security

ENVELOPE # 2 – FINANCIAL PROPOSAL

Provision of Consultancy Services to Design and Implement a Customer Relations and Protocol Training Programme for Members of the Trinidad and Tobago Police Service and the Immigration Division for the National Security Training Academy (NSTA), Ministry of National Security

The name and address of the Consultant 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 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 June 11, 2015**.

The Technical Proposal will be opened shortly thereafter. The Consultant or an authorized representative may be present at the opening.

Consultants **should note** that the dimensions of the **slot** in the Tenders Box are **37.5 cm 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 present notice in its entirety or even partially, without defraying any cost incurred by any firm in submitting their proposal.

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

**JENEPHA KHAN
Deputy Chairman
Central Tenders Board**

**CTB: 16/3/304
April 27, 2015**