

TENDER NOTICE
CORPORATE INFORMATION TECHNOLOGY UNIT
MINISTRY OF FINANCE

REQUEST FOR PROPOSALS FOR THE DESIGN AND IMPLEMENTATION OF AN ELECTRONIC DOCUMENT MANAGEMENT SOLUTION AND RELATED SERVICES FOR THE MINISTRY OF FINANCE, GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO.

Proposals are invited for the Design and Implementation of an Electronic Document Management Solution and Related Services for the Ministry of Finance, Government of the Republic of Trinidad and Tobago.

Persons are kindly asked to view the [Request for Proposals for the Supply and Implementation of an Electronic Document Management System and Related Services](#).

A pre-bidders meeting will be held on **Wednesday June 15th 2016 at 10am** to respond live to queries received from Vendors. Responses given to queries at this forum will be binding and will subsequently be circulated in written format by email to all Vendors.

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.

The proposal to be submitted shall comprise of a **Technical Specification** and a **Cost Analysis** presented as a **Single package**. The Offer shall be placed in a sealed envelope and should be clearly marked:

Technical & Financial Proposal

Design and Implementation of an Electronic Document Management Solution and Related Services for the Ministry of Finance, Government of the Republic of Trinidad and Tobago

The original proposal must be sent via electronic mail to M05edms@gov.tt and two (2) copies hand-delivered to the receptionist in the lobby of the Ministry's head office located at the Eric Williams Finance Building, Independence Square, Port of Spain. The original and copies must be received not later than **1:00 p.m. (Local Time) on Wednesday 6th July, 2016.**

Please note the names and addresses of vendors must be printed on the Envelope and addressed as follows:

**Messrs. Jared Eve and Ronald Dwarika
Information Technology Unit,
Ministry of Finance,
Eric Williams Finance Building, Independence Square, Port of Spain,
Republic of Trinidad and Tobago.
Telephone: (868) 627-9700 Ext. 2838
Email: M05edms@gov.tt**

Late proposals will not be considered in any circumstances.

The Information Technology Unit does not bind itself to accept any proposal.

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

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May 23, 2016