

TENDER NOTICE

CENTRAL TENDERS BOARD

Design and Implementation of a Public Awareness Communication Campaign for Birth Name Insertion for the Registrar General's Department, Ministry of the Attorney General and Legal Affairs, Government of the Republic of Trinidad and Tobago (GORTT), Inter-American Development Bank (IDB) Loan No. 3022/0C-TT

The Ministry of the Attorney General and Legal Affairs through the Registrar General's Department has embarked upon an initiative towards improving the services offered to citizens of Trinidad and Tobago. Funding for this project has been provided by the Inter-American Development Bank - Loan No. 3022/0C-TT.

The Registrar General's Department holds the responsibility for the registration of all civil, land and company records and is the sole custodian of these records. With primary focus directed to its land registration system, the Ministry will be utilizing this funding to undertake the project - Strengthened Information Management at the Registrar General's Department.

As part of the overall project the Registrar General's Department is seeking to contract a suitably qualified and experienced consulting firm to undertake work associated with the design and implementation of a public awareness communication campaign for birth name insertion for the Registrar General's Department, Ministry of the Attorney General and Legal Affairs.

Currently it is estimated that there are at least 280,000 persons whose names do not appear on their national birth certificates. These persons have been identified primarily as occupying the southern areas of Trinidad & Tobago and are above the age of fifty (50). As an interim measure these persons continue to swear affidavits to validate their first names and consequentially create the opportunity for fraud. This information forms a fundamental component within the overall project landscape, the acquisition of which has been identified as a key objective.

The Public Awareness Communication Campaign is required to encourage the improvement of birth registration information.

Bidding documents may be obtained from **Monday to Friday during office hours 8:00 a.m. to 4:00 p.m. local time** at the Central Tenders Board's Office, at address (1) below.

A **pre-bid meeting** will be held for prospective bidders on **Friday 18th November, 2016 at 10:00 a.m.** on the 3rd Floor of the Registrar General's Department, Registration House, 72-74 South Quay, Port of Spain.

Any further technical information can be obtained from address (2) below from **Monday to Friday during office hours 7:00 a.m. to 3:00 p.m. local time.**

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. (Local firms)
- (ii) Valid Certificate of Compliance issued in accordance with the National Insurance Act. (Local firms)

The original and five (5) copies each of the Technical and Financial Proposals should be placed in separate sealed envelopes and clearly marked on the outside:

Envelope #1 – Technical Proposal

**“Proposal for Design and Implementation of a Public Awareness
Communication Campaign for Birth Name Insertion for the Registrar General’s
Department, Ministry of the Attorney General and Legal Affairs, Government of the
Republic of Trinidad and Tobago (GORTT), IDB Loan No. 3022/0C-TT”**

Envelope # 2 – Financial Proposal

**“Proposal for Design and Implementation of a Public Awareness
Communication Campaign for Birth Name Insertion for the Registrar General’s
Department, Ministry of the Attorney General and Legal Affairs, Government of the
Republic of Trinidad and Tobago (GORTT), IDB Loan No. 3022/0C-TT”**

The name and address of the firm must be printed on Envelope #1 and #2.

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. (Local Time) on Thursday 1st December, 2016.**

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.

The Technical proposals will be opened at **1:05 p.m. (Local Time) on Thursday 1st December, 2016.** The Consultant or an 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 present notice in its entirety or even partially, without defraying any cost incurred by any firm in submitting its proposal.

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

Address (1)

Chairman
Central Tenders Board
116, Frederick Street
Port of Spain
Republic of Trinidad and Tobago
Telephone No. 1 (868) 625-3565
Facsimile: 1 (868) 625-1809
Email: mofctb@gov.tt

Address (2)

Ms. Anika Ramlogan
Procurement Specialist
Registrar General Department
Agostini Building, 3 Duncan Street
Port of Spain
Republic of Trinidad and Tobago
Telephone No: 1(868) 729-0725
Email: procurementmla@gov.tt

Jenepha Khan
Chairman
Central Tenders Board
Government of the Republic
of Trinidad and Tobago

October 18, 2016
CTB: 16/4/138