

# **TENDER NOTICE**

## **CENTRAL TENDERS BOARD**

**Consulting Services for the Conduct of a Job Evaluation and Compensation Exercise inclusive of a Job Evaluation Methodology and related Job Evaluation Software in respect of Offices in the Civil Service, including the Tobago House of Assembly and Statutory Authorities subject to the Statutory Authorities' Act, Chapter 24:01 for the Personnel Department, Government of the Republic of Trinidad and Tobago (GORTT)**

Proposals are invited for Consulting Services for the Conduct of a Job Evaluation and Compensation Exercise inclusive of a Job Evaluation Methodology and related Job Evaluation Software in respect of Offices in the Civil Service, including the Tobago House of Assembly and Statutory Authorities subject to the Statutory Authorities' Act, Chapter 24:01 for the Personnel Department.

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

Any further technical information can be obtained during normal working hours from **Monday to Friday 8:00 a.m. to 4:00 p.m. (local time)** at address (2) below.

A **pre-bid meeting** will be held for prospective bidders at **10:00 a.m. (local time)** on **Wednesday March 22, 2017** at the **Job Evaluation Project Office, Level 16, Tower D, International Waterfront Center, 1A Wrightson Road, Port of Spain.**

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

The original and seven (7) copies each of the Technical and Financial Proposals should be placed in separate sealed envelopes clearly marked on the outside:-

### **Envelope No. 1 -Technical Proposal**

**“Consulting Services for the Conduct of a Job Evaluation and Compensation Exercise inclusive of a Job Evaluation Methodology and related Job Evaluation Software in respect of Offices in the Civil Service, including the Tobago House of Assembly and Statutory Authorities subject to the Statutory Authorities' Act, Chapter 24:01 for the Personnel Department, Government of the Republic of Trinidad and Tobago (GORTT)”**

### **Envelope No. 2 -Financial Proposal**

**“Consulting Services for the Conduct of a Job Evaluation and Compensation Exercise inclusive of a Job Evaluation Methodology and related Job Evaluation Software in respect of Offices in the Civil Service, including the Tobago House of Assembly and Statutory Authorities subject to the Statutory Authorities' Act, Chapter 24:01 for the Personnel Department, Government of the Republic of Trinidad and Tobago (GORTT)”**

**The name and address of the Firm must be printed on Envelope No. 2 - Financial Proposal**

Envelopes must be addressed to the Chairman, Central Tenders Board, 116 Frederick Street, Port of Spain, Republic of Trinidad and Tobago and must 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 April 13, 2017.**

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.

Address (1)

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](mailto:mofctb@gov.tt)

Address (2)

Mrs. Gail Evelyn  
Personnel Department  
Job Evaluation Project Officer  
Level 16, Tower D  
International Waterfront Center  
1A Wrightson Road  
Port of Spain  
Telephone No.: 1- 868-624-7534 ext. 3501  
Facsimile: 1- 868- 624-9127  
Email: [gail.evelyn@gov.tt](mailto:gail.evelyn@gov.tt)

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