

# CENTRAL TENDERS BOARD

## EXPRESSIONS OF INTEREST NOTICE

**CONSULTING SERVICES TO DEVELOP A SECURITY STRATEGY-CERTIFICATION FOR THE SINGLE ELECTRONIC WINDOW OF THE MINISTRY OF TRADE AND INDUSTRY AND THE ASYCUDA UNIT OF THE CUSTOMS AND EXCISE DIVISION, GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO (GORTT) INTER-AMERICAN DEVELOPMENT BANK (IDB) LOAN# 3575/OC-TT**

TRINIDAD AND TOBAGO  
STRENGTHENING OF THE SINGLE ELECTRONIC  
WINDOW FOR TRADE AND BUSINESS FACILITATION  
SPECIFIC PROCUREMENT NOTICE  
IDB LOAN# 3575/OC-TT  
DEADLINE DATE: JUNE 08, 2017

The Government of the Republic of Trinidad and Tobago has received financing from the Inter-American Development Bank (IDB) for the Project, *Strengthening of the Single Electronic Window for Trade and Business Facilitation*. Funding received for the project shall be applied to the above mentioned Consultancy.

The Scope of Services for the Consultancy is to conduct audits, deliver training and issue certification for the Single Electronic Window (SEW) unit of the Ministry of Trade and Industry and the Automated System for Customs Data (ASYCUDA) unit within the Customs and Excise Division of the Ministry of Finance according to the latest ISO/IEC 27001 and ISO 22301 standards.

The Objectives of the Consultancy are:

- Develop a security strategy according to the latest ISO/IEC 27001 and ISO22301 requirements by conducting a gap analysis on the SEW and ASYCUDA units' current state via a pre-certification audit / readiness assessment.
- Issue latest ISO/IEC 27001 and ISO22301 certification - through obtaining an international acknowledgement in the form of an audit and certification from an accredited registrar.

The main deliverables for the Consultancy are:

1. Training for latest ISO/IEC 27001 and ISO 22301 Lead Auditor, Internal Auditor, and Lead Implementer. Additionally, any other relevant training in latest ISO/IEC 27002, ISO/IEC 27017, ISO/IEC 27031 and ISO 22313 standards. Security strategy developed via a pre-certification audit report/ readiness assessment by a certification body (this report includes a review of existing processes/systems of the SEW and ASYCUDA units' which identifies the gaps vis- à-vis ISO/IEC 27001 and ISO 22301 requirements).

2. Access to ISO aligned on-demand compliance software over the remediation and certification period.
3. Conduct latest ISO/IEC 27001 and ISO 22301 final audit and issue certifications.
4. Conduct surveillance / reassessment audits for the ISO/IEC 27001 and ISO 22301 certified period.

In this regard, the Central Tenders Board (CTB), on behalf of the Executing Agency, the Ministry of Trade and Industry (MTI), invites eligible consulting firm(s) to indicate their interest in providing the Consulting Services. Interested firm(s) must provide information to substantiate their ability to perform the Consulting Services. Submissions must include, at a minimum, a company profile inclusive of a signed transmittal letter and project summary of experience in similar projects (brochures, description of similar assignments, experience in similar conditions, availability of appropriate skills amongst staff, financial capability, etc.)

This Consultancy requires consulting firm(s) to have specific experience and/or capabilities and must substantiate such in the following areas:-

- extensive and proven mix of skill, expertise, training and experience in the field of latest ISO/IEC 27001 and ISO 22301 certification
- accredited registrar shall be independently assessed and accredited globally by ANAB (ANSI-ASQ National Accreditation Board), UKAS (United Kingdom Accreditation Service) and/or by other equivalent accreditation bodies.

Any clarification/queries should be directed to the Officer at Address *two* (2) below from **Monday to Friday between 8:00 a.m. to 4:00 p.m. (local time)**.

The duration of the assignment is **approximately five (5) non-consecutive months**.

The Expressions of Interest is open to all eligible firms as defined in the IADB's policies which can be accessed at website: <http://www.iadb.org/procurement>. *Consultants will be selected in accordance with the procedures set out in the Inter-American Development Bank: Policies for the Selection and Contracting of Consultants financed by the Inter-American Development Bank (GN 2350-9).*

An original and five (5) copies of the data must be submitted in sealed envelope(s) clearly marked:-

**“Expressions of Interest for Consulting Services to Develop a Security Strategy - Certification for the Single Electronic Window of the Ministry of Trade and Industry and the ASYCUDA Unit of the Customs and Excise Division, Ministry of Finance, Government of the Republic of Trinidad and Tobago (GORTT), Inter-American Loan #3575/OC-TT”**

Envelopes must be addressed to the Chairman, Central Tenders Board at *Address one* (1) below 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 June 08, 2017**. Submissions will be opened publicly at **1:05 p.m. (local time)**. An authorised representative of the firm may attend the opening at *Address one* (1) below.

<u>Address 1</u>	<u>Address 2</u>
Central Tenders Board 116 Frederick Street PORT OF SPAIN Republic of Trinidad and Tobago Tel: 1-868-625-3565 Email: mofctb@gov.tt	Ms Cynthia Gloria Hayes Programme Manager Project Implementation Unit- Strengthening of the Single Electronic Window for Trade and Business Facilitation Ministry of Trade and Industry Level 9, Nicholas Tower 63-65 Independence Square PORT OF SPAIN Republic of Trinidad and Tobago Tel. No. 1-868-625-4516 Ext 2933 Email: <u>PIUSEW@gov.tt</u>

Consultants should note that the dimensions of the **slot** in the Tenders Box are **37.5 cm x 5.5 cm** and as such, documents should be packaged accordingly.

The Central Tenders Board does not bind itself to accept any submission.

The Central Tenders Board reserves the right to cancel the Expressions of Interest Notice in its entirety or even partially, without defraying any cost incurred by any firm in the preparation and submission of such Expressions of Interest.

**Late submissions will not be considered under any circumstances.**

Interested firms are advised that the Expressions of Interest Notice will be advertised on the Ministry of Finance Website: <http://www.finance.gov.tt>

S. Singh-Ramdial  
 Deputy Chairman  
 Central Tenders Board  
 Government of the Republic of Trinidad  
 and Tobago

CTB: 16/4/139 Sub X  
 May 16, 2017