



Government of the Republic of Trinidad and Tobago

MINISTRY OF FINANCE

CENTRAL TENDERS BOARD

REQUEST FOR EXPRESSIONS OF INTEREST NOTICE

ENGAGEMENT OF AN INDIVIDUAL CONSULTANT FOR THE PROVISION OF CONSERVATOR SERVICES FOR THE STRENGTHENED INFORMATION MANAGEMENT AT 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#3022/OC—TT

Country: TRINIDAD AND TOBAGO

Project: STRENGTHENED INFORMATION MANAGEMENT

Institution: THE REGISTRAR GENERAL'S DEPARTMENT
SPECIFIC PROCUREMENT NOTICE
Loan No: 3022/OC-TT

Deadline Date for Submissions: **Thursday June 7th, 2018.**

The Government of the Republic of Trinidad and Tobago has received financing from the Inter-American Development Bank (IDB) towards the cost of the *Strengthened Information Management at the Registrar General's Department* and intends to apply part of the proceeds to the engagement of an individual for the above-mentioned Consultancy.

Background: The Registrar General's Department (RGD), Ministry of the Attorney General and Legal Affairs (MAGLA) is responsible for the registration, dissemination and preservation of real and personal property held in Trinidad and Tobago. The collection houses documents that are critical to ascertaining land tenure of all privately owned property in Trinidad and Tobago and relied on by local and foreign investors to provide information on land parcels.

In carrying out its objective of Strengthened Information Management, a formal evaluation of the existing paper and electronic based collection is required. This consultancy seeks to engage the services of a suitably qualified individual with a Master's degree from a recognized conservation training program and significant experience in training and treating with fragile, oversized and historically valuable objects to carry out the assessment and produce a report on the current state

of the records, recommendations for remedial actions and an implementation plan with priorities and timelines. The overall objective of this consultancy is to assess the existing collection and make recommendations towards prolonging its existence against decay and destruction.

In this regard, the Central Tenders Board (CTB), on behalf of the Executing Agency, the Ministry of the Attorney General and Legal Affairs, invites eligible individuals to indicate their interest in providing the services by submitting their cover letter and curriculum vitae providing information demonstrating that they have the required qualifications and relevant experience in accordance with the Terms of Reference (TOR) and using the curriculum vitae format at Appendix II of the TOR.

Individuals 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) and is open to all eligible individuals as defined in the policies which can be found at website: <http://www.iadb.org/procurement>.

For clarification and queries contact the Officer at address *two* (2) below from **Monday to Friday from 8:00am to 4:00 pm (Local Time)**

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The Terms of Reference (TOR) can be obtained from **Monday to Friday during office hours 8:00 am to 4:00 pm (Local Time)** at the Central Tenders Board's Office at address one (1) below.

The duration of the assignment is approximately nine (9) months.

An original and three (3) copies of the document must be submitted in a sealed envelope(s) clearly marked: -

“Expressions of Interest for the Engagement of an Individual Consultant for the Provision of Conservator Services for the Strengthened Information Management at the Registrar General's Department, Ministry of the Attorney General and Legal Affairs, Government of Trinidad and Tobago (GORTT), Inter-American Development Bank (IDB) Loan # 3022/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 pm (Local Time) on Thursday June 7th, 2018**. Submissions will be opened publicly shortly thereafter. The consultant or an authorized representative may attend the opening at Address One (1) below.

Address (1)

Chairman
Central Tenders Board
116 Frederick Street
PORT OF SPAIN
Republic of Trinidad and Tobago
Tel: 1-868-625-3565
Facsimile: 1-868-625-1809
Email: mofctb@gov.tt

Address (2)

Kizzann Lee Sam
Project Manager
Project Implementation Unit - Strengthened
Information Management at the Registrar
General's Department.
Ministry of the Attorney General and Legal Affairs
Level 10, AGLA Tower, Government Campus
Corner of London and Richmond Streets, PORT OF
SPAIN, Republic of Trinidad and Tobago
Tel. No. 1-868-223-2452 Ext.3409
Email: procurementmla@gov.tt

Consultants should note that the dimension of the **slot** in the Tenders Box is **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 Request for Expressions of Interest in its entirety or even partially, without defraying any cost incurred by any Individual in the preparation and submission of such Expression of Interest.

Late submissions will not be considered under any circumstances.

Interested Individuals are advised that the Request for Expressions of Interest will be advertised on the United Nations Development Business (UNDB) Website, the IDB Website and the Ministry of Finance website (<http://www.finance.gov.tt>).

Koriesha Emamali
Chairman
Central Tenders Board
Government of the Republic of
Trinidad and Tobago

CTB: 16/4/147
May 8th, 2018