



Government of the Republic of Trinidad and Tobago

## MINISTRY OF FINANCE

### CENTRAL TENDERS BOARD

# REQUEST FOR EXPRESSIONS OF INTEREST NOTICE

**Consulting Services for the Development and Implementation of an Investor Engagement Strategy for the Information Technology Enabled Services Sector in Trinidad and Tobago, Ministry of Planning and Development, Government of the Republic of Trinidad and Tobago (GORTT) Inter-American Development Bank (IDB) Loan No. 3112/OC-TT**

|                                       |  |
|---------------------------------------|--|
| <b>Country:</b>                       | Trinidad and Tobago  |
| <b>Project:</b>                       | Global services Promotion Programme  |
| <b>Institution:</b>                   | Ministry of Planning and Development,<br>Government of the Republic of Trinidad and Tobago<br>Specific Procurement Notice<br>IDB Loan No. 3112/OC-TT |
| <b>Deadline Date for Submissions:</b> | <b><u>Thursday June 14, 2018.</u></b>  |

The Government of the Republic of Trinidad and Tobago has received financing from the Inter-American Development Bank (IDB) for the project, Global Services Promotion Programme, and intends to apply part of the proceeds towards the Development and Implementation of an Investor Engagement Strategy for the Information Technology Enabled Services (ITeS) Sector in Trinidad and Tobago.

The objective of this consultancy is to formulate a strategy to engage foreign direct investment in the IT enabled Services Sector of Trinidad and Tobago. The selected firm must conceptualize and deliver an Investor Engagement Strategy that specifically targets regional and international investors who are looking for locations and a workforce that can fulfill their IT enabled service needs. The Investor Engagement Strategy must attract global, regional and local attention and therefore increase the country's potential to attract participation and investment.

In this regard, the Central Tenders Board (CTB) on behalf of the Executing Agency, the Ministry of Planning and Development, invites eligible Consulting Firms to indicate their interest in providing Consulting Services including but not limited to the following:

- Identification of specific companies for the recruitment of investors.

- Targeted marketing to secure investor leads and secure business development opportunities for companies, industry clusters and partnerships.
- To attract direct, operational investment to Trinidad and Tobago, thereby generating foreign currency, employment and investment.
- Identify and secure leads from the Diaspora - persons of Trinidad and Tobago heritage who have been living and working abroad who would invest in Trinidad and Tobago's IT&S Sector.

Interested firm(s) must provide information, **not exceeding seventy five (75) pages** to substantiate their qualifications and experience in providing these Consulting Services. Submissions must include:

- a signed transmittal letter clearly indicating the nationality of the firm;
- a profile of the firm providing general background information on the firm inclusive of years in operation, structure of the organization;
- a description of experience in similar projects, assignments and conditions; and
- availability of appropriate skills amongst staff in the form of a skills matrix illustrating the profile of key experts.

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

The duration of the assignment is **five (5) months**.

This Expressions of Interest is open to all eligible bidders as defined in the 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 should be placed in sealed envelopes and clearly marked:

**“Expressions of Interest for Consulting Services for the Development and Implementation of an Investor Engagement Strategy for the Information Technology Enabled Services Sector in Trinidad and Tobago, Ministry of Planning and Development, Government of the Republic of Trinidad and Tobago (GORTT) Inter-American Development Bank (IDB) Loan No. 3112/OC-TT”**

Envelopes must be addressed to the Chairman, Central Tenders Board, at *Address One (1)* below 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 June 14, 2018.**

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.

Address (1)

Central Tenders Board  
116, Frederick Street  
Port of Spain  
Republic of Trinidad and Tobago  
Telephone No. 1 (868) 625 4330  
Email: [mofctb@gov.tt](mailto:mofctb@gov.tt)

Address (2)

Mr. Tracy Hackshaw  
Programme Manager  
Global Services Promotion Programme,  
Ministry of Planning and Development  
Level 1, Flagship Complex, 9-15 e TecK Blvd,  
Tamana In Tech Park, Wallerfield  
Republic of Trinidad and Tobago  
Email: [tenders@planning.gov.tt](mailto:tenders@planning.gov.tt)

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 this Request for 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 Expression 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 United Nations Development Business (UNDB) website, the IDB's website and the Ministry of Finance website [www.finance.gov.tt](http://www.finance.gov.tt)

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

CTB: 16/4/146 Sub. I  
May 09, 2018