

CENTRAL TENDERS BOARD

INVITATION FOR BIDS

TENDER FOR THE DIGITIZATION OF KEY RECORDS OF THE TOWN AND COUNTRY PLANNING DIVISION TO ASSIST THE CONSTRUCTION PERMIT SYSTEM FOR THE MINISTRY OF TRADE AND INDUSTRY, 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

The Government of the Republic of Trinidad and Tobago has received financing from the Inter-American Development Bank (IDB) and intends to apply part of the proceeds to payments under the project *Strengthening of the Single Electronic Window for Trade and Business Facilitation* for the above mentioned contract.

The Central Tenders Board (CTB), on behalf of the Executing Agency, the Ministry of Trade and Industry (MTI) now invites sealed tenders from eligible bidders for The Digitization of Key Records of the Town and Country Planning Division to assist the Construction Permit System.

Bidding will be conducted through International Competitive Bidding procedures as specified in the Inter-American Development Bank's Policies for Procurement of Works and Goods financed by the Inter-American Development Bank (GN 2349-9), and is open to all eligible bidders as defined in the policies which can be found at website: <http://www.iadb.org/procurement>.

Tender 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 **Tuesday April 24, 2018 at 10:00 a.m. (local time)** at the Ministry of Planning and Development (**Level 17, Eric Williams Finance Building, Independence Square, Port of Spain**).

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

Tenders 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 bids. (Local Firms).
- ii. Valid Certificate of Compliance issued in accordance with the National Insurance Act. (Local Firms).
- iii. Completed Bid- Securing Declaration Form.

An original and six (6) copies of the data must be submitted in sealed envelope(s) clearly marked:-

“Tender for the Digitization of Key Records of the Town and Country Planning Division to Assist the Construction Permit System for the Ministry of Trade and Industry, Government of the Republic of Trinidad and Tobago, IDB 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 07, 2018**. Tenders 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.

<p><u>Address 1</u> Central Tenders Board 116 Frederick Street PORT OF SPAIN Republic of Trinidad and Tobago Tel: 1-868-625-4330 Email: mofctb@gov.tt</p>	<p><u>Address 2</u> 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. 1-868-623-2931 Ext 2933 or 625-4516 Email: piusew@gov.tt</p>
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Bidders 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 tender.

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 bid.

Late tenders will not be considered under any circumstances.

Prospective bidders are advised that the Invitation for Bids 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>

Tara Dhaniram-Gowandan
Chairman
Central Tenders Board
Government of the Republic of
Trinidad and Tobago

CTB: 16/4/139 Sub XVIII
April 09, 2018