

CENTRAL TENDERS BOARD

TENDER NOTICE

CONSULTING SERVICES FOR THE DEVELOPMENT AND IMPLEMENTATION OF A COMPENSATION ADMINISTRATION FRAMEWORK FOR CONTRACT EMPLOYMENT IN THE PUBLIC SERVICE OF TRINIDAD AND TOBAGO FOR THE PERSONNEL DEPARTMENT

Proposals are invited for Consulting Services for the Development and Implementation of a Compensation Administration Framework for Contract Employment in the Public Service of Trinidad and Tobago for the Personnel Department.

Bidding documents can be collected during normal working hours at the Central Tenders Board's Office, 116 Frederick Street, Port of Spain, Telephone No. 1-868-625-3565.

Any further technical information can be obtained during normal working hours from:

Ms. Juliette Gonzales
Personnel Department
Valpark Building
76 – 78 St. Vincent Street
Port of Spain
Telephone No.: 1-868-623-6441
Facsimile: 1-868-623-1070
E-mail: Juliette.gonzales@gov.tt

Proposals must be accompanied by the following:-

- (a) 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 proposals (*applicable to local consultants*).
- (b) Valid Certificate of Compliance issued in accordance with the National Insurance Act (*applicable to local consultants*).

The original and six (6) copies each of the Technical and Financial Proposals should be placed in separate sealed envelopes addressed to the Chairman, Central Tenders Board, 116 Frederick Street, Port of Spain.

Envelopes must be clearly marked on the outside:-

ENVELOPE #1 – TECHNICAL PROPOSAL

“CONSULTING SERVICES FOR THE DEVELOPMENT AND IMPLEMENTATION OF A COMPENSATION ADMINISTRATION FRAMEWORK FOR CONTRACT EMPLOYMENT IN THE PUBLIC SERVICE OF TRINIDAD AND TOBAGO FOR THE PERSONNEL DEPARTMENT”

ENVELOPE #2 – FINANCIAL PROPOSAL

“CONSULTING SERVICES FOR THE DEVELOPMENT AND IMPLEMENTATION OF A COMPENSATION ADMINISTRATION FRAMEWORK FOR CONTRACT EMPLOYMENT IN THE PUBLIC SERVICE OF TRINIDAD AND TOBAGO FOR THE PERSONNEL DEPARTMENT”

The name and address of the firm/consultant must be printed on ENVELOPE #2 – FINANCIAL PROPOSAL.

Envelopes must be deposited in the **BROWN** Tenders Box located in the lobby of the Board’s Office not later than **1:00p.m. on Thursday August 23, 2018.**

The Technical Proposals 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 bidding process in its entirety or partially, without defraying any cost incurred by any firm in submitting their proposal.

Consultants are advised that they can visit website **<http://www.finance.gov.tt>** for all published Tender Notices.

CTB: 16/3/321
July 27, 2018

Koriesha Emamali
Chairman
Central Tenders Board