

# CENTRAL TENDERS BOARD

## TENDER NOTICE

### CONSULTING SERVICES FOR THE IMPLEMENTATION OF THE NATIONAL SOCIAL MITIGATION PLAN (NSMP) – PHASE 1 FOR THE MINISTRY OF SOCIAL DEVELOPMENT AND FAMILY SERVICES

Proposals are invited for Consulting Services for the Implementation of the National Social Mitigation Plan (NSMP) – Phase 1 for the Ministry of Social Development and Family Services.

Bidding documents can be obtained 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 may be obtained during normal working hours from:

Mr. Michael Reid  
Director (Ag.)  
Social Planning and Research  
Policy Programme Planning and Development Division  
Ministry of Social Development and Family Services  
Colonial Life Building  
39-43 St. Vincent Street,  
Port of Spain  
Republic of Trinidad and Tobago  
Telephone No: 1 (868) 623-2608 ext. 1404  
Fax No: 1 (868) 623-8496  
Email address: [Michael.reid@social.gov.tt](mailto:Michael.reid@social.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 Implementation of the National Social Mitigation Plan (NSMP) – Phase 1 for the Ministry of Social Development and Family Services.”**

**ENVELOPE #2 – FINANCIAL PROPOSAL**

**“Consulting Services for the Implementation of the National Social Mitigation Plan (NSMP) – Phase 1 for the Ministry of Social Development and Family Services.”**

**The name and address of the firm 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 **1:00 p.m. on Thursday October 04, 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.

Koriesha Emamali  
Chairman  
Central Tenders Board

CTB: 16/3/323  
September 06, 2018