

CENTRAL TENDERS BOARD

EXPRESSIONS OF INTEREST NOTICE

CONSULTING SERVICES TO AUDIT AND IMPLEMENT A SECURITY STRATEGY FOR THE SINGLE ELECTRONIC WINDOW OF THE MINISTRY OF TRADE AND INDUSTRY, GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO (GORTT), INTER-AMERICAN DEVELOPMENT BANK (IDB) LOAN# 3575/OC-TT

Institution: **Ministry of Trade and Industry**
Country: **Trinidad and Tobago**
Project: **Strengthening of the Single Electronic Window
For Trade and Business Facilitation**
Sector: **Trade**
Loan No. **3575/OC-TT**

The Government of the Republic of Trinidad and Tobago has received financing from the Inter-American Development Bank (IDB) for the Project, *Strengthening of the Single Electronic Window (SEW) for Trade and Business Facilitation*. Funding received for the project shall be applied to the above mentioned Consultancy.

The Scope of Services is to conduct readiness assessments, training and implement an integrated ISO/IEC 27001 ISMS and ISO 22301 BCMS for the SEW Unit of the Ministry of Trade and Industry according to the latest standards. The implementation of the system(s) should not interrupt normal operating activities but instead enhance normal operating activities.

In this regard, the Central Tenders Board, on behalf of the Executing Agency, the Ministry of Trade and Industry, invites eligible consulting firm(s) to indicate their interest in providing the Consulting Services. Interested firm(s) must provide information to substantiate their ability to perform the Consulting Services. Submissions must include, at a minimum, a company profile inclusive of a signed transmittal letter and project summary of experience in similar projects (brochures, description of similar assignments, experience in similar conditions, availability of appropriate skills amongst staff, financial capability – bank’s reference letter, etc.)

This Consultancy requires the Consulting firm(s) to have specific experience and/or capabilities and must substantiate such in the following areas:

- i. ISO/IEC 27001 ISMS and ISO 22301 BCMS preparation, audit and implementation assignments completed in organizations that have gone on to be successfully certified by a third party accredited certification body.
- ii. Lead Implementer ISO/IEC27001:2013, Lead Implementer ISO 22301:2012, Lead Auditor ISO/IEC 27001:2013 and Lead Auditor ISO 22301:2012 qualifications are also required.

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

The duration of the assignment is **approximately twelve (12) months**.

Shortlist shall comprise six firms with a wide geographic spread, with no more than two firms from any one country.

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)*.

Consultants may associate with other firms in the form of a joint venture or a sub-consultancy to enhance their qualifications. For the purpose of establishing the short list, the nationality of a firm is that of the country in which it is legally incorporated or constituted and in the case of Joint Venture, the nationality of the firm appointed to represent it.

A Consulting Firm will be selected in accordance with the Consultant's Qualification Selection (*CQS*) method set out in the Consultant Policies (GN2350-9).

An original and four (4) copies of the data must be submitted in sealed envelope(s) clearly marked:-

“Expressions of Interest for Consulting Services to Audit and Implement a Security Strategy for the Single Electronic Window of the Ministry of Trade and Industry, Government of the Republic of Trinidad and Tobago (GORTT), Inter-American Development Bank (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 06, 2019.**

Submissions will be opened shortly thereafter. An authorised representative of the firm may attend the opening at *Address one (1)* below.

Address 1

Address 2

<p>Chairman Central Tenders Board 116 Frederick Street PORT OF SPAIN Republic of Trinidad and Tobago Tel: 1-868-625-3565 Email: mofctb@gov.tt</p>	<p>Gaynelle Abraham-Brathwaite 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. 1-868-625-4516 Ext 2933 Email: PIUSEW@gov.tt</p>
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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 the Request for Expressions of Interest in its entirety or even partially, without defraying any cost incurred by any firm in the preparation and submission of such Expressions 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 Website and the Ministry of Finance Website: <http://www.finance.gov.tt>.

Koriesha Emamali
Chairman
Central Tenders Board

CTB: 16/3/328
April 24, 2019