



Government of the Republic of Trinidad and Tobago

MINISTRY OF FINANCE

CENTRAL TENDERS BOARD

EXPRESSIONS OF INTEREST NOTICE

Expressions of Interest for Consultancy Services to Design and Implement a Communication and Public Education Campaign for the Ministry of the Attorney General and Legal Affairs, Government of Trinidad and Tobago (GORTT), Inter-American Development Bank (IDB) Loan No. LO 3022/OC-TT.

Country:	Trinidad and Tobago
Project:	Strengthened Information Management at the Registrar General's Department
Sector:	Modernization of the State
Institution:	Ministry of the Attorney General and Legal Affairs
Loan No.	LO 3022/OC-TT
Deadline Date for Submissions:	<u>Thursday 26th March, 2020.</u>

The Government of the Republic of Trinidad and Tobago (GORTT) through the Ministry of the Attorney General and Legal Affairs (AGLA) has received financing from the *Inter-American Development Bank (IDB)*, toward the cost of the Strengthened Information Management at the Registrar General's Department (SIMRGD), and intends to apply part of the proceeds for the above mentioned consulting services.

The Registrar General's Department (RGD) holds the responsibility for the registration of all civil, land and company records and is the sole custodian of these records systems. The SIMRGD initiatives aim to improve the services offered to citizens of Trinidad and Tobago. The AGLA is seeking to conduct an awareness campaign informing the public of the services provided by the RGD. This initiative will be broken down into three components:

- **Component One:** Promoting the Land Registry of Trinidad and Tobago as it relates to the Introduction and launch of the Property Business Registration System, Land Rights for men and women, benefits of Real Property Act Titles, processes for transferring property and locations and available services offered by the RGD
- **Component Two:** Promoting the availability of Civil Registry Services, specifically Birth Name Insertions for Child and Father's names and Bedside Registration

- **Component Three:** Promote the other activities under the SIMRGD project that will impact the general public and specialized clients of the Registrar General’s Department (RGD) such as, lawyers, banks etc.

The Central Tenders Board on behalf of the Executing Agency, the Ministry of the Attorney General and Legal Affairs, now invites eligible consulting firms (“Consultants”) to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services.

This submission must include, at a minimum:

- a company profile inclusive of a signed transmittal letter (including but not limited to brochures)
- description of similar assignments,
- experience in similar conditions,
- availability of appropriate skills among staff,
- financial capacity by way of a Bank reference letter etc.

The short lists shall comprise six (6) firms with a wide geographic spread, with no more than two firms from any one country and at least one firm from a Bank Borrowing member 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 and is open to all eligible bidders as defined in the policies which can be found at <http://www.iadb.org/procurement>.

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 Consultant will be selected in accordance with the Quality and Cost Based Selection (QCBS) method set out in the Consultant Policies.

For clarification and queries contact the Officer at *Address Two (2)* below from **Monday to Friday from 8:00 a.m. to 4:00 p.m. (Local Time)**.

The duration of the assignment is **approximately ten (10) months**.

An original and six (6) copies of the Expression of Interest and all related documents must be submitted in a sealed envelope(s) clearly marked:-

“Expressions of Interest for Consultancy Services to Design and Implement a Communication and Public Education Campaign for the Ministry of the Attorney General and Legal Affairs, Government of Trinidad and Tobago (GORTT), Inter-American Development Bank (IDB) Loan No. LO 3022/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 26th March, 2020**. Submissions will be opened publicly shortly thereafter. An authorized representative of the firm may attend the opening at *Address One (1)* below.

<p>Address (1) Chairman Central Tenders Board 116 Frederick Street PORT OF SPAIN Republic of Trinidad and Tobago Tel: 1-868-625-3565 Facsimile: 1-868-625-1809 Email: mofctb@gov.tt</p>	<p>Address (2) Michael Ramkissoon Project Manager Project Implementation Unit - Strengthened Information Management at the Registrar General’s Department. Ministry of the Attorney General and Legal Affairs Level 6, AGLA Tower, Government Campus Corner of London and Richmond Streets, PORT OF SPAIN, Republic of Trinidad and Tobago Tel. No. 1-868-223-2452 Ext.3409 Email: procurementmla@gov.tt</p>
---	---

Applicants 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 Expression of Interest.

Late submissions will not be considered under any circumstances.

Interested Firms are advised that the Request for Expressions of Interest 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>

March 02, 2020

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