

CENTRAL TENDERS BOARD

TENDER NOTICE

Consultancy Services for the Conduct of a Job Evaluation/Classification Exercise in respect of Offices in the Trinidad and Tobago Prison Service including the development of a Classification and Compensation Plan relevant to the needs of the Prison Service for the Personnel Department (Office of the Chief Personnel Officer)

Proposals are invited for Consultancy Services for the Conduct of a Job Evaluation/Classification Exercise in respect of Offices in the Trinidad and Tobago Prison Service including the development of a Classification and Compensation Plan relevant to the needs of the Prison Service for the Personnel Department (Office of the Chief Personnel Officer).

Bidding documents can be collected during normal working hours from **Monday to Friday during 8:00 a.m. to 4:00 p.m. (local time)** at the Central Tenders Board's Office, at address (1) below or requested by Email to Lydia.D-Cruickshank@gov.tt

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

A **pre-bid meeting** will be held for prospective bidders at **9:30 a.m. (local time)** on **Thursday January 05, 2023** at the **Personnel Department (Office of the Chief Personnel Officer)**, #3 Alexandra Street, St. Clair, Newtown 190129, Port of Spain. The meeting will also be streamed via Microsoft Teams and the link will be provided two (2) days prior to the meeting.

Proposals 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 of the tender. (Applicable to local firms only).
- (ii) Valid Certificate of Compliance issued in accordance with the National Insurance Act. (Applicable to local firms only).

The original and ten (10) copies each of the Technical and Financial Proposals together with a copy on USB stick should be placed in separate sealed envelopes clearly marked on the outside:-

Envelope No. 1 -Technical Proposal

“Consultancy Services for the Conduct of a Job Evaluation/Classification Exercise in respect of Offices in the Trinidad and Tobago Prison Service including the development of a Classification and Compensation Plan relevant to the needs of the Prison Service for the Personnel Department (Office of the Chief Personnel Officer)”

Envelope No. 2 -Financial Proposal

“Consultancy Services for the Conduct of a Job Evaluation/Classification Exercise in respect of Offices in the Trinidad and Tobago Prison Service including the development of a Classification and Compensation Plan relevant to the needs of the Prison Service for the Personnel Department (Office of the Chief Personnel Officer)”

The name and address of the Firm must be printed on Envelope No. 2 - Financial Proposal

Envelopes must be addressed to the Chairman, Central Tenders Board, 116 Frederick Street, Port of Spain, Republic of Trinidad and Tobago and must be 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 February 16, 2023.**

The Technical Proposal 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 present notice in its entirety or even partially, without defraying any cost incurred by any firm in submitting their proposal.

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

Address (1)

Central Tenders Board
116 Frederick Street
Port of Spain
Republic of Trinidad and Tobago
Telephone No. +1(868) 625 - 3565
Facsimile: +1 (868) 625-1809
Email: mofctb@gov.tt

Address (2)

Mrs. Vera Deonanan-Balkaran
Deputy Chief Personnel Officer (Ag.)
Personnel Department
#3 Alexandra Street,
St. Clair
Newtown 190129
Port of Spain
Telephone No.: 1- 868-612-4276 Ext. 2000
Email: cpotenders@gov.tt

Angela Dwarika-Lochan
Chairman
Central Tenders Board
Government of the Republic of
Trinidad and Tobago