

INTERNATIONAL TENDER NOTICE

CENTRAL TENDERS BOARD

Provision of a Job Evaluation Software and related Technical Services to Implement a Technology Enabled Job Evaluation System in respect of Offices in the Civil Service, including the Tobago House of Assembly and Statutory Authorities subject to the Statutory Authorities Act, Chapter 24:01 for the Personnel Department, Government of the Republic of Trinidad and Tobago

Proposals are invited for the Provision of a Job Evaluation Software and related Technical Services to Implement a Technology Enabled Job Evaluation System in respect of Offices in the Civil Service, including the Tobago House of Assembly and Statutory Authorities subject to the Statutory Authorities Act, Chapter 24:01 for the Personnel Department, Government of the Republic of Trinidad and Tobago.

Bidding documents may be obtained during normal working hours at the Central Tenders Board's Office, 116 Frederick Street, Port of Spain. Telephone No. 1(868) 625-4330.

A pre-bid meeting will be held on Monday February 23, 2015 at 10:00 a.m. at the Job Evaluation Project Office, Personnel Department, Tower D, Level 16, International Waterfront Center, #1A Wrightson Road, Port of Spain, Trinidad.

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

Mrs. Gail Balkissoon-Wickham
Programme Manager
Job Evaluation Project Office
Personnel Department
Tower D, Level 16
International Waterfront Center
1A Wrightson Road
PORT OF SPAIN
Telephone: 1 (868) 624-7653 Ext. 2001
Email: gail.balkissoonwickham@gov.tt

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 for submission of proposals (*where applicable*).
- (ii) Valid Certificate of Compliance issued in accordance with the National Insurance Act (*applicable to local consultants*).

An original and six (6) copies each of the Technical and Financial Proposals including an electronic copy of each Proposal should be placed in separate sealed envelopes clearly marked on the outside:-

ENVELOPE #1 – TECHNICAL PROPOSAL

“Provision of a Job Evaluation Software and related Technical Services to Implement a Technology Enabled Job Evaluation System in respect of Offices in the Civil Service, including the Tobago House of Assembly and Statutory Authorities subject to the Statutory Authorities Act, Chapter 24:01 for the Personnel Department, Government of the Republic of Trinidad and Tobago”

ENVELOPE # 2 – FINANCIAL PROPOSAL

“Provision of a Job Evaluation Software and related Technical Services to Implement a Technology Enabled Job Evaluation System in respect of Offices in the Civil Service, including the Tobago House of Assembly and Statutory Authorities subject to the Statutory Authorities Act, Chapter 24:01 for the Personnel Department, Government of the Republic of Trinidad and Tobago”

The name and address of the Firm must be printed on “ENVELOPE #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 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 MARCH 19th, 2015.**

The Technical Proposal will be opened shortly thereafter. The Consultant or his 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.

JENEPHA KHAN
Chairman
Central Tenders Board
Government of the Republic of
Trinidad and Tobago

CTB: 16/3/302
February 9, 2015