



Government of the Republic of Trinidad and Tobago

## Ministry of Public Administration and Communications

### REQUEST FOR PROPOSAL

#### SUPPLY, DELIVERY, INSTALLATION AND COMMISSIONING OF AUDIO/VIDEO DIGITIZATION EQUIPMENT AND SOFTWARE FOR THE NATIONAL ARCHIVES OF TRINIDAD AND TOBAGO

The Ministry of Public Administration and Communications invites proposals from local and international suppliers for the *Supply, Delivery, Installation and Commissioning of Audio/Video Digitization Equipment and Software for the National Archives of Trinidad and Tobago*.

This specialized audio/video and computer equipment as well as software for a digitization system will facilitate the conversion of audio and video analogue recordings of historical and national significance, to quality digital recordings, in line with international archival, digital preservation and industry standards for the National Archives of Trinidad and Tobago.

For further information, download the request for proposal at the Ministry's website, [www.mpac.gov.tt](http://www.mpac.gov.tt).

#### Bidders' Conference

Tuesday 18<sup>th</sup> July, 2017 at 10.00 a.m.  
at

National Archives of Trinidad and Tobago  
Conference Room No. 105  
St. Vincent Street  
Port of Spain, Republic of Trinidad and Tobago

*To register, please telephone from Monday to Friday  
between the hours of 8:30 a.m. - 4:00 p.m.:*

Mrs. Anika Herbert-Riley at 1 (868) 623-4115 ext. 2231  
OR Ms. Naila Khan at 1 (868) 623-4115 ext. 2233

#### Procurement Method

Two sealed envelope system consisting of a  
Technical Proposal and a Financial Proposal

#### Proposal Submission Deadline

Tuesday 8<sup>th</sup> August 2017, no later than 4:00 p.m.

#### Submission of Proposal

Tender Box labelled "Supply, Delivery,  
Installation and Commissioning of Audio/Video  
Digitization Equipment and Software for the  
National Archives of Trinidad and Tobago" located at:

Ministry of Public Administration  
and Communications  
Level 5, National Library Building  
Corner Hart and Abercromby Streets  
Port of Spain  
Republic of Trinidad and Tobago

#### For Further Information

Please send questions or requests for clarification  
by Friday 21<sup>st</sup> July 2017 in writing via email or fax to:

Mr. Dave Alves  
Programme Management Division  
Ministry of Public Administration and Communications  
Level 5, National Library Building  
Corner Hart and Abercromby Streets  
Port of Spain  
Republic of Trinidad and Tobago

Telephone No.: 1 (868) 625-8578  
ext. 2004 Facsimile: 1 (868) 623-8636  
Email: [alvesd@mpa.gov.tt](mailto:alvesd@mpa.gov.tt)

Please note that the Ministry of Public Administration and Communications is not bound to accept any proposal and reserves the right to annul the selection process at any time prior to contract award.