



Government of the Republic of Trinidad and Tobago

## Ministry of Public Administration

# TENDER NOTICE

## Consultancy Services for a Diagnostic Assessment and Optimization of the Integrated Human Resource Information System (IHRIS) in the Public Service, for the Ministry of Finance, Government of the Republic of Trinidad and Tobago (GoRTT)

### CENTRAL TENDERS BOARD

Proposals are invited for Consultancy Services for a Diagnostic Assessment and Optimization of the Integrated Human Resource Information System (IHRIS) in the Public Service, for the Ministry of Finance, Government of the Republic of Trinidad and Tobago (GoRTT).

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.

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

Tenders must be accompanied by 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.

Certificate of Compliance issued in accordance with the National Insurance Act.

An **original and nine (9)** copies of the proposal must be placed in sealed envelopes clearly marked on the outside:-

#### Envelope No 1 – Technical Proposal

**“Consultancy Services for a Diagnostic Assessment and Optimization of the Integrated Human Resource Information System (IHRIS) in the Public Service, for the Ministry of Finance, Government of the Republic of Trinidad and Tobago (GoRTT).”**

#### Envelope No 2 – Financial Proposal

**“Consultancy Services for a Diagnostic Assessment and Optimization of the Integrated Human Resource Information System (IHRIS) in the Public Service, for the Ministry of Finance, Government of the Republic of Trinidad and Tobago (GoRTT).”**

#### 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 and must be deposited in the **BROWN** Tenders Box located in the lobby of the Board's Office not later than **1.00 pm on Thursday September 03, 2020**.

The Technical Proposal will be opened shortly thereafter. **The tender opening will be streamed live via Zoom and Consultants shall be provided with a link that will connect them to the live proceedings.**

Consultants should note that the dimensions of the slot of 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 the lowest or any other proposal.

The Central Tenders Board reserves the right to cancel the bidding process in its entirety or partially, without defraying any cost incurred by any firm in submitting its proposal.

Prospective Consultants are advised that they can visit 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. 1-868-625-2311  
Facsimile: 1-868-625-1809  
Email: mofctb@gov.tt

#### Address 2

Ms. Colleen Gallazzi  
Programme Director  
Modernization and Service  
Improvement Division  
Level 5, National Library Building  
Corner Hart and Abercromby Streets  
Port of Spain  
Trinidad, West Indies  
1-868-623-4724 Ext. 31830  
Facsimile: 1-868-623-6027  
Email: gallazzic@mpa.gov.tt

**Philbert Alexander**  
Chairman  
Central Tenders Board  
Government of the Republic of  
Trinidad and Tobago

**CTB: 16/3/329**  
**August 05, 2020**