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**DB Reference N°:** IDB1642-11/16

**Country:** Trinidad and Tobago

**Institution:** Inter-American Development Bank

**Sector:** Industry and Trade/Consulting Services

**Deadline:** 15 December 2016

**Status:** Published

**Loan N°/Financing:** 3575/OC-TT

**Project:** STRENGTHENING OF THE SINGLE ELECTRONIC WINDOW FOR TRADE AND BUSINESS FACILITATION

**Title:** CONSULTING SERVICES TO UNDERTAKE BUSINESS PROCESS REENGINEERING SERVICES FOR THE SINGLE ELECTRONIC WINDOW FOR THE MINISTRY OF TRADE AND INDUSTRY

Expressions of Interest



CENTRAL TENDERS BOARD

EXPRESSIONS OF INTEREST NOTICE

**CONSULTING SERVICES TO UNDERTAKE BUSINESS PROCESS REENGINEERING SERVICES FOR THE SINGLE ELECTRONIC WINDOW FOR THE MINISTRY OF TRADE AND INDUSTRY, GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO (GORTT)**

**INTER-AMERICAN DEVELOPMENT BANK (IDB)**

**LOAN# 3575/OC-TT**

TRINIDAD AND TOBAGO  
STRENGTHENING OF THE SINGLE ELECTRONIC  
WINDOW FOR TRADE AND BUSINESS FACILITATION  
SPECIFIC PROCUREMENT NOTICE  
IDB LOAN: #3575/OC-TT

The Government of the Republic of Trinidad and Tobago has received financing from the Inter-American Development Bank (IDB), for the Project, *Strengthening of the Single Electronic Window for Trade and Business Facilitation*. Funding received for the project shall be applied to the above mentioned Consultancy.

The Scope of Services for the Consultancy is to conduct Business Process Reengineering across a number of Ministries and Agencies and design a blueprint of optimized processes and information requirements for all regulatory processes that impact the importation, exportation and transit of goods. The output of this consultancy will form the primary basis of the technical functional specification for the implementation of the single electronic window for trade and business facilitation in Trinidad and Tobago.

The Central Tenders Board (CTB), on behalf of the Executing Agency, the Ministry of Trade and Industry (MTI), invites eligible Consulting Firm(s) to indicate their interest in providing the Consulting Services. Interested Firm(s) must provide information to substantiate their ability to perform the Consulting Services and shall include, at a minimum, a company profile and project summary of experience in similar Projects (brochures, description of similar assignments, experience in similar conditions, availability of appropriate skills amongst staff, financial capability, etc.)

This Consultancy requires Consulting Firm(s) to have the following specific experience and/or capabilities:-

- Demonstrating that they have the capacity to undertake the Consultancy, establishing that they have expert knowledge and skills in conducting business process reengineering with a successful track record of implementing projects of a similar nature
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- The Consulting Firm should possess technical and administrative capacity in best practice international trade regulations and legislations,



customs policies, systems and procedures, working on an electronic window, trade portal development, customs border control systems and shipping portals, Ports, public management, business analysis, change, risk and quality management. In addition the firm must be up to date on international best practices in the design and implementation of SEW and designing, developing and delivery trade related training.

Clarification on the tasks and responsibilities can be obtained from *Address two (2)* below from **Monday to Friday from 8:00am to 4:00pm local time**.

The duration of the assignment is **nine (9) months**.

This request for Expressions of Interest is open to all eligible bidders as defined in the policies which can be accessed at website: <http://www.iadb.org/procurement>. *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).*

An original and six (6) copies of document must be submitted in sealed envelope(s) clearly marked:-

**“Expressions of Interest for Consulting Services to Undertake Business Process Reengineering Services for the Single Electronic Window for the Ministry of Trade and Industry, Government of the Republic of Trinidad and Tobago, IDB Loan #3575 /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 **1:00pm (Local Time) on Thursday December 15, 2016**. Submissions will be opened publicly at **1:05pm (Local Time)**. An authorised representative of the firm may attend the opening at *Address One (1)* below.

<b><u>Address 1</u></b>	<b><u>Address 2</u></b>
Chairman Central Tenders Board 116 Frederick Street PORT OF SPAIN Republic of Trinidad and Tobago Tel: 1-868-625-4330 Facsimile: 1-868-625-1809 Email: mofctb@gov.tt	Ms. Cynthia Gloria Hayes Programme Manager Project Implementation Unit- Strengthening of the Single Electronic Window for Trade and Business Facilitation Ministry of Trade and Industry Level 9, Nicholas Tower 63-65 Independence Square PORT OF SPAIN Republic of Trinidad and Tobago Tel. No. 1-868-625-4516 Ext 2933 Email: PIUSEW@gov.tt

Consultants 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 Expressions 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>

Shamdaye Singh-Ramdial  
Deputy Chairman  
Central Tenders Board  
Government of the Republic of Trinidad and Tobago  
CTB: 16/4/139 Sub1V  
November 16, 2016